

BUSINESS SUPPORT OVERVIEW AND SCRUTINY COMMITTEE

6 DECEMBER 2012

DRAFT CAPITAL AND REVENUE BUDGETS 2013/2014

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Summary

This report presents the Council's draft budget for 2013/2014. In accordance with the constitution, Cabinet is required to develop 'initial budget proposals' approximately three months before finalising the budget and setting council tax levels at the end of February 2013.

The draft budget is based on the principles contained in the Medium Term Financial Plan (MTFP) 2013/2016 approved by Cabinet in October and reflects the formula grant assumptions for 2013/2014 announced as part of the consultation on the Resource Review this year.

1. Budget and Policy Framework

1.1 It is the responsibility of Cabinet, supported by the management team, to develop a draft revenue budget.

2. Constitutional rules

2.1 The budget and policy framework rules contained in the constitution specify that Cabinet should produce the initial budget proposals. These should be produced and submitted to overview and scrutiny committee three months before the Council meeting that is scheduled to determine the budget and council tax. The overview and scrutiny committees have a period of six weeks to consider these initial proposals. Any proposals for change will be referred back to Cabinet for consideration.

2.2 On 27 November, Cabinet will be asked to consider the draft capital and revenue budgets for 2013/2014 and to forward them to Overview and Scrutiny as work in progress, inviting them to offer comments on the proposals outlined. Cabinet's recommendations will be reported at this meeting. These draft budget proposals will be considered by individual overview and scrutiny committees and their comments and recommendations channelled through this committee on 7 February, for onward despatch for Cabinet on 12 February 2013.

2.3 The timetable for consideration by overview and scrutiny is as follows:

Children and Young People	11 December 2012
Regeneration, Community and Culture	13 December 2012
Health and Social Care	19 December 2012
Business Support	7 February 2013
Cabinet	12 February 2013
Council	21 February 2013.

2.4 Under the constitution Cabinet has complete discretion to either accept or reject the proposals emanating from the overview and scrutiny committees. Ultimately it is Cabinet's responsibility to present a budget to Council, with a special Council meeting arranged for 21 February 2013. The adoption of the budget and the setting of council tax are matters reserved for Council. The statutory deadline for approving council tax is 11 March 2013.

3. Budget monitoring 2012/2013

3.1 The quarter 2 revenue monitoring report, considered by Cabinet on 30 October 2012, forecasts a net overspending on services of some £1 million, a significant improvement on the £5.1 million at the same time last year. Work continues to minimise the forecast overspend and the consequent call on the Council's reserves and, given past performance, there is every confidence that this should be successful.

3.2 For the capital programme the forecast, based on the first half-year expenditure, is that there will be an underspend of £0.8 million on the remaining programme of £104.8 million. (Forecast spend 2012/2013 £76.0 million, 2013/2014 and beyond £28.8 million).

4. Medium Term Financial Plan

4.1 The Council's Medium Term Financial Plan (MTFP) is refreshed annually, with the underlying aims of:

- Ensuring a sustainable budget, without recourse to the use of reserves;
- Generating efficiencies, in partnership with others where appropriate, for reinvestment in priority spending;
- Assessing the revenue impact of funding streams supporting capital investment decisions, whether that be from grants, prudential borrowing, use of reserves, or capital receipts; and
- Avoiding the sanction of central government controls, for example capping now in the guise of a local referendum requirement

4.2 The MTFP considered by Cabinet on 2 October 2012 presented a high level summary of the budget requirement for the next three years and identified a £5.9 million gap to be addressed through the budget preparation process. As always, the MTFP is prepared alongside the Council Plan and reflects the Council's priorities, as articulated by two core values and six key outcomes:

- Putting our customers at the centre of everything we do; and
- Giving value for money.

The Council Plan is the council's business plan. It has five priority areas and sets out what will be done to deliver these and how we will tell what difference has been made. Those five priorities are:

- Safe, clean and green Medway;
- Children and young people have the best start in life in Medway;
- Adults maintain their independence and live healthy lives;
- Everybody travelling easily around Medway; and
- Everyone benefiting from the area's regeneration

These priorities and the progress towards their delivery are monitored quarterly alongside the financial performance of the Council integrating measures of cost and service delivery success.

- 4.3 This link between the service and financial plans is essential. Indeed both the budget and council plan have followed the same quarterly reporting timetable, providing Members with regular monitoring of the Council's overall performance.
- 4.4 The formula grant assumptions reflected in the MTFP remain a key variable in the budget equation and an uncertain risk pending announcement of the provisional settlement in mid-December. For the MTFP, LG Futures were commissioned to advise on resource expectations and they have continued to update these forecasts as Government announces new variations to indicative amounts and formulae assumptions. The latest update was at the end of October and followed the release of start-up allocations by DCLG. These remain subject to consultation amendment and will be further affected by receipt of Business Rates and the Baseline calculation. The latest forecast, based on a zero growth in NDR (business rates) and utilising our NNDR1 data return (estimated collection for 2012/2013) is attached at Appendix 1. It should be stressed that this is a forecast and could be subject to some significant variation. There is also a more than usual degree of movement in national control totals reflecting shifts from specific to formula grant and also significant movement between non-ring-fenced Early Intervention Grant (EIG) and the Dedicated Schools Grant (DSG) largely reflecting a resourcing shift for the education of 2 year olds.
- 4.5 The key assumptions underpinning the budget requirement for 2013/2014 and future years include:
- Zero uplift for general inflation, although some specific inflation assumptions have been applied where there is a contractual or unavoidable commitment;
 - Zero increase on pay budgets;
 - Some provision for demographic growth in social care budgets;
- 4.6 The MTFP also reflected the full year effect or phased delivery of a number of savings proposals agreed by Members during the previous budget setting cycle and these are continued through in this paper.

5. Council Plan

- 5.1 The Council Plan is the organisation's over-arching business plan, setting out the priorities and outcomes the council wants to achieve during the next financial year. The 2012/2013 Council Plan was streamlined to 5 priority areas, monitored by a small basket of measures of success. The plan for 2013/2014 being developed

alongside the budget, will confirm the outcomes the Council wishes to focus on in the coming year to deliver its priorities. It is imperative that the Council Plan continues to reflect council priorities, is fit for ongoing inspection requirements and is achievable within anticipated resources.

- 5.2 The plan will be underpinned by a limited and high level set of measures of success, these will be developed by services and draw on the results from resident consultations. The measures will allow Members to gauge progress for each priority area and demonstrate how the Council's actions are making a difference.

6. Finance Settlement

- 6.1 The level of Government funding over the medium term and the ability to generate additional council tax income are influenced by:
- The Government's Spending Review (SR) 2010 and subsequent adjustments;
 - Provisional Local Government Finance Settlement; and
 - Proposals to limit or freeze council tax increases.
- 6.2 SR 2010 was published on 20 October 2010 and has been followed up by the local government finance settlements in January 2011 and 2012. Although SR 2010 announced Government spending reductions over the four-year period to March 2015, individual local authorities only received detailed figures for 2011/2012 and 2012/2013. The 2013/2014 grant figures will not be known until the finance settlement is published in December 2012 and are subject to considerable uncertainty as highlighted in paragraph 4.4 above.
- 6.3 The MTFP assumed that the practice of providing Government grant to freeze council tax would cease, that the grant equivalent to a 2.5% increase in council tax received in 2012/2013 would be lost and that councils would again be free to determine the appropriate level of increase which for the purposes of the MTFP was assumed to be a 4% increase in 2013/2014. This was to reflect the loss of the 2.5% non-recurrent grant and a 1.5% increase to mitigate inflationary and demographic demands.
- 6.4 Subsequent to the publication of the MTFP, the Government announced a further freeze grant for local authorities prepared to freeze council tax again in 2013/2014. This time however the grant will be for two years but is only equivalent to a 1% increase and there is no continuation of the 2012/2013 2.5% grant. The Council will need to carefully consider the impact on future financial sustainability of accepting this grant and freezing council tax for another year, the effect of which would be to add a further £3 million to the forecast deficit position in the MTFP. Alongside the announcement of a further freeze grant the Secretary of State announced that the maximum increase in council tax, so as to avoid a local referendum would be 2% for Medway. Non-acceptance of the freeze grant and an increase in council tax at this maximum would add a further £2 million to the forecast deficit in the MTFP.

6.5 Paragraph 4.4 emphasises the uncertainty over the finance settlements for the forthcoming years. The risk in this regard cannot be understated and stems from a number of factors, not least the current consultation on the proposed distribution under the resource review. Other important factors are:

- The estimated nature of business rates income for 2013/2014 and in this regard there are the current estimates using the baseline data, the 2012/2013 NNDR 1 return, and the soon to be completed NNDR 1 return for 2013/2014. Ultimately the Council's share of business rate income for 2013/2014 will depend on what is collected and this will not be known until post 31 March 2014;
- The outcome of a consultation by the Department for Education (DfE) on the proposed claw-back and re-distribution of central support costs for schools (LACSEG - Local Authority Central Spend Equivalent Grant LACSEG) and the impact that academies will have on the amount of allocation the Council retains – potentially there is a loss of up to £6.9 million;
- The outcome of proposals to allocate resources for 2 year olds from EIG grant into the DSG and allied to this the decision to top-slice and re-distribute some £150 million of EIG to DfE priorities – here the potential loss is £3 million.
- The necessary debate by Members on both the Council Tax freeze Grant on offer for 2013/2014 and the year thereafter at 1%, and the transitional grant offer for the new Council Tax Support scheme predicated on a maximum benefit reduction not exceeding 8.5%. The acceptance of the Freeze Grant would mean a loss of £1million against the 2% maximum increase assumed in this report and the transitional grant (for one year only) would mean that costs of some £1.6 million would not be covered as the preferred option for the scheme suggests.
- There is also continued speculation about further public spending reductions and the Chancellor's Autumn Statement will be delivered in advance of the settlement announcement and may obviously have an impact on current national control totals that form the platform for the resource assumptions in this report.

6.6 In October, the Department for Communities and Local Government (CLG) published illustrative startup allocations for all councils based on the resource review methodology and the technical consultation papers issued. For Medway these are set out in Table 1 below and illustrate the nature of the funding changes facing Local Government in total and Medway particularly. The total appears to indicate an increase in Government support relative to 2012/2013 but the 2013/2014 figures include the Council Tax Support Grant which is to mitigate the loss of council tax income as a consequence of the new Council Tax Support Scheme. For the purposes of this report the taxbase and consequent council tax revenue are still shown gross and the expenditure on council tax benefit is as current. As a consequence Table 4 adds back the Council tax Support Funding Grant and assumes that the scheme to be agreed will be cost neutral.

Table 1: 2013-14 Illustrative Start-Up Funding Assessment

	2012/2013	2013/2014
	£000's	£000's
Grants Rolled In Using Tailored Distributions	7,963	7,929
Relative Needs Amount	65,110	60,646
Relative Resource Amount	-24,184	-28,061
Central Allocation	31,691	35,311
Floor Damping	-2,300	-1,535
Formula Funding	78,280	74,289
Less:		
Central Education Functions within LACSEG		6,898
General Fund Formula Grant		67,391
Council Tax Freeze Compensation	2,463	2,463
Council Tax Support Funding		14,236
Early Intervention Funding	11,191	8,185
Homelessness Prevention Funding	120	150
Lead Local Flood Authority Funding	209	132
Learning Disability and Public Health Reform Funding	9,319	9,565
Start-Up Funding Assessment	101,582	102,123

6.7 CSR 2010 predicted a 28% reduction in Government support through Formula Grant predicated as -11%, -6%, -1% and -6% nationally over the years 2011/2012 to 2014/2015. The most recent MTFP recorded losses of 11.9%, 8.3%, 4.3% and 3.6% (a total of 28.1% for the same period). Formula Grant is not the only source of Government funding and for non-schools services other specific grants also have an important role. There has been a policy of moving away from earmarked grants and shifting these resources into the Formula Grant calculation and Area Based Grant and Supporting People Grant are two such examples of some substance. This does make it difficult to interpret and track movement in Government support relative to the CSR 2010 pronouncements. Table 2 below identifies the total support for both Formula Grant and other Specific Grants over the period and shows that for non-schools based services Government support is expected to reduce by just under 29% in total but by just over 41% in relation to the Formula Grant total for 2010/2011.

Table 2 Grant Movement 2010/2015 (CSR 2010 period)

	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
	£ m	£ m	£ m	£ m	£ m
<i>Schools based grants</i>	189.497	160.849	133.072	133.605	136.119
Formula Grant	85.130	86.096	78.280	89.289	81.113
Other non-schools grants	37.076	20.824	23.228	3.434	4.493
Council Tax Freeze 12/13			2.477	0.000	0.000
Total Grant Loss (non-schools)					35.060
% of 2010/2011 Grants					28.7%
% of 2010/2011 Formula Grant					41.2%

7. Summary of draft revenue budget

- 7.1 The MTFP focussed on high-level budget pressures, which represented a combination of the ongoing impact of pressures in the current year, together with inflationary and demographic pressures projected for future years. However, the MTFP also reflected the full year effect of savings proposals agreed during last year's budget setting process, notably in adult social care and the ongoing 'better for less' programme. These pressures and savings are summarised in Table 3 below.

Table 3: Summary of additional resource requirement against 2012/2013 base

	2013/14		2014/15	2015/16
	MTFP	Revised	Revised	Revised
	£000's	£000's	£000's	£000's
Children and Adults	1,250	557	1,062	1,066
Regeneration, Community and Culture	2,950	1,269	1,323	1,014
Business Support/Corporate Issues	1,159	-518	70	70
Better for Less	-1,890	-1,890	-904	0
Total – General Fund	3,469	-582	1,551	2,150

- 7.2 Since publication of the MTFP management, in consultation with portfolio holders, have been considering measures to close the gap between the provisional budget requirement and the funding assumptions made in the MTFP. The effect of these is summarised in the draft directorate budgets at Appendices 2a – 5a with adjustments for pressures and savings shown separately shown in 2b – 5b. A summary of the budget requirement as it currently stands, reflecting the pressures referred to earlier and any savings proposals identified thus far, is provided in Table 5 below. The estimated funding for 2013/2014 is now adjusted to reflect the latest LG Futures forecast as at Appendix 1 and an assumption that the council tax will increase by the maximum permitted 2%.
- 7.3 The forecast budget gap at £11.950 million is significantly greater than the MTFP had predicted at £5.917 million and even more disappointing considering the reduction in service demands from £3.469 million to a saving of £582,000. The movement is reconciled in the Table 4 below. The 'adjustments' represent the funding changes relative to the MTFP assumptions rather than the absolute movement from 2012/2013 – for example EIG has reduced by £3 million as shown in Table 1 but in the MTFP we had forecast a movement of £0.9 million into the DSG to fund 2 year olds.

Table 4 – Deficit Reconciliation

	2013/14	
	Adjustment	Cumulative Deficit
	£000's	£000's
MTFP Deficit		5,917
Expenditure demands reduction	-4,051	1,866
Council Tax reduced yield @2% increase	1,992	3,859
EIG reduction	2,156	6,015
LACSEG withdrawal	6,898	12,913
Other Grant movements	322	13,353
Formula Grant Forecast	-1,403	11,950

Table 5: Draft revenue budget 2013/2014

Directorate	Q2 Adjusted Original Budget 2012/13	Q2 Forecast Variation 2012/13	MTFP Forecast Requirement 2013/14	Forecast Requirement 2013/14	Forecast Requirement 2014/15	Forecast Requirement 2015/16
	£000's	£000's	£000's	£000's	£000's	£000's
Children and Adult Services (C&A):						
DSG and School Specific Expenditure	134,310	0	132,259	132,259	134,773	137,175
Other Expenditure	117,532	726	118,782	118,089	119,151	120,218
Regeneration, Community and Culture (RCC)	51,064	500	54,343	52,662	53,985	54,999
Business Support (BS):						
DSG Related Expenditure	1,346	0	1,346	1,346	1,346	1,346
Other Expenditure	21,727	365	22,886	21,838	21,908	21,978
Public Health	228	(1)	228	228	228	228
Interest & Financing	15,442	(550)	15,442	14,892	14,892	14,892
Levies	974	(79)	974	895	895	895
Projected savings from 'Better for Less'	(475)		(2,365)	(2,365)	(3,269)	(3,269)
Budget Requirement	342,148	961	343,895	339,844	343,909	348,462
Estimated Funding						
Dedicated Schools Grant	(128,693)		(126,526)	(126,526)	(127,567)	(129,969)
Other School Specific Grants	(6,963)		(7,079)	(7,079)	(8,552)	(8,552)
Council Tax	(99,080)		(103,559)	(101,565)	(104,116)	(106,729)
Council Tax Freeze Grant	(2,477)		0	0	0	0
Formula Grant	(80,743)		(77,273)	(103,526)	(95,350)	(88,309)
Council Tax Support Grant (add back)				14,236	14,236	14,236
New Homes Bonus	(2,389)		(3,434)	(3,434)	(4,493)	(5,613)
Specific Grants	(20,628)		(20,107)	0	0	0
Use of Reserves	(1,175)	(961)	0	0	0	0
Estimated Available Funding	(342,148)	(961)	(320,816)	(327,894)	(325,842)	(324,936)
Budget Gap						
- DSG	0	0	0	0	0	0
- General Fund	0	0	5,917	11,950	18,067	23,526

7.4 The revenue budget pressures facing individual directorates in 2013/2014 were comprehensively reflected in the MTFP and in Appendices 2b - 5b of this provisional budget report, but are summarised below for information:

7.4.1 Children and Adult Services (Appendix 2)

The MTFP identified general fund pressures of around £3.2 million, representing the recurrent impact of the current projected overspend and additional inflationary and demographic pressures in 2013/2014, however it also recognised the impact of decisions made during the 2012/2013 budget setting process, reducing the directorate's budget requirement for 2013/2014 by £1.9 million. Further savings of almost £700,000 have been identified since publication of the MTFP:

- The cost of current services and the ongoing growth in demand for social care services for the elderly and disabled were reflected as a £2.1 million pressure in the MTFP;
- This is mitigated by the full year effect of outsourcing residential care for older people – a further £800,000 saving.
- Having consolidated community based mental health services, since bringing them back in-house, the directorate has offered savings of almost £300,000 in terms of both staffing costs and a planned reduction in residential placements;
- Despite significant increases in the budget for children's care in 2012/2013, which included investment in preventative services, the number of 'looked after children' has continued to rise, resulting in a £800,000 current cost pressure. The MTFP has recognised this, together with a further £100,000 provision for demographic growth in 2012/2014 and £200,000 for inflationary increases;
- The provisional budget reflects over £900,000 of costs associated with nursery provision for vulnerable two year olds moving into the DSG funded budget, mirroring the grant changes;

7.4.2 Regeneration, Community and Culture (Appendix 3)

The MTFP identified net pressures of £2.950 million for this directorate, the principle factors being:

- Highways £2.208 million (including £1.25 million proposed increase in maintenance and £738,000 in respect of Medway Tunnel running costs following full utilisation of the Tunnel Reserve).
- Waste Services £726,000 (including contract inflation £383,000 and statutory increase in landfill tax £264,000).
- Smaller pressures across other services (as detailed in the appendices) mitigated by removal of Olympic related funding £440,000 and 2012 Celebrations funding £200,000.

In view of the budget deficit, the pressures have been reviewed since consideration of the MTFP and reduced to £1.269m. This includes the removal of the proposed increase in highways maintenance (although this will be reconsidered later in the budget process should a funding opportunity arise).

7.4.3 Business Support (Appendix 4)

The MTFP identified net pressures of £1.159 million for this department from a number of services although the two more significant pressures were:

- Provision for energy price increases across the authority £300,000.
- Reduced surplus from the Temporary Staff Agency £250,000.

Further analysis of energy budgets and expenditure has allowed this pressure to be removed which, along with other smaller savings, means that the overall pressure for the directorate is reduced to £111,000.

7.4.4 Interest and Financing

The continued low interest rates with a crude 2% gap between medium and long-term borrowing and investment returns has meant that there has been no new borrowing by the council with the treasury team utilising internal cash balances to fund 'borrowing' decisions associated with the capital programme. This coupled with the positive cash flow of recent years has generated a surplus on the treasury accounts and allowed this to contribute £550,000 towards the budget gap.

7.4.5 Levies

This budget covers the levies raised by the Coroners Court, Internal Drainage Board, Environment Agency (flood defence) and Kent and Essex Sea Fisheries. In each case the Council has no choice but to pay the levy demanded but does have representation on the bodies setting the budget upon which the levies are based. The forecast requirement is based on the current budget monitoring position.

7.4.6 Planned use of reserves

There are no current plans to utilise reserves to support the budget and indeed this is contrary to the principle of sustainability as set out in paragraph 4.1.

8. Meeting the funding gap

- 8.1 Table 5, above, highlights a funding gap of £11.950 million in relation to general fund services for 2013/2014 rising to £23.526 million in 2015/2016. The good progress that had been made in closing the budget gap as forecast in the MTFP would appear to have been undone by the recently announced funding scenarios and in particular the £2 million lost revenue from Council Tax associated with the 'freeze' announcement, the additional £2 million lost in delivering additional resources for 2 year olds through the DSG and the £7 million top-slice of formula grant for LACSEG.
- 8.2 There is considerable uncertainty over the resource projections as they are for the most part exemplifications of possible funding scenarios. However they are supported by the advice of independent consultants who specialise in interpreting this data. The Council will not know the definitive position in regard to Government support until the final settlement in January 2013 albeit the provisional settlement due in late December should provide greater certainty.
- 8.3 There is some optimism that some of the reductions in paragraph 8.1 may be mitigated by a return of funds for non-academy schools or offset by the re-allocation of costs to follow children as for 2 year olds. However it is clear that both the

immediate and medium term financial scenarios are significantly worse than expected and urgent work is now necessary to identify measures to compensate for the deteriorated position.

8.4 Officers and Portfolio Holders will be targeting specific areas where there are potential efficiencies to be gained or short-term advantage to be had pending delivery of longer-term savings. These include:

- Continuing to progress the 'Better for Less' programme to improve service delivery and drive out efficiencies in customer contact, administration and procurement;
- Considering opportunities for outsourcing services and shared service arrangements with other councils and public agencies;
- Ensuring that maximum gain is made from the recently established Category Management team;
- Prioritising revenue highway maintenance works, particularly in relation to the Medway Tunnel;
- Critical review of all the remaining spending demands above the current base;
- Property rationalisation;
- Review of fees and charges across a whole range of service areas.

9. Draft capital budget proposals 2013/2014

9.1 The Council has enjoyed a high level of capital investment in recent years with significant investment supported by Government grants for both regeneration and the establishment of three new academies together with ongoing support for the Local Transport Plan, Schools, Social Care and Disabled Facilities Grants. The 2012/13 Capital programme currently stands at £110 million. It is currently forecast that £33 million of this programme will spend in 2013/2014 and beyond, to which will be added the further funding streams in table 4 as they are confirmed.

9.2 Whilst the financial settlement no longer includes any revenue support for capital, local authorities still have access to 'unsupported' borrowing through the prudential regime for capital, providing that these capital investment plans are affordable, prudent and sustainable. Developer contributions and capital receipts might also become available for capital investment, as well as Housing Revenue Account (HRA) balances, but at this stage of the budget setting process, it is assumed that future investment will be restricted to the current programme, supplemented by the Council's expectations in relation to Government grant. Medway's 2013/2014 grant assumptions are outlined in Table 6 below.

Table 6. 2013/2014 Government grant assumptions

	C & A	BSD	RCC	Total
Disabled Facilities Grant	0	739	0	739
Education Basic Needs Grant (est.)	3,836	0	0	3,836
Schools Capital Maintenance Grant (est.)	5,113	0	0	5,113
Schools Devolved Formula Capital (est.)	791	0	0	791
Adult Social Care Transformation Grant	504	0	0	504
Integrated Transport Grant	0	0	1,576	1,576
Highways Capital Maintenance Grant	0	0	2,153	2,153
Total Forecast	10,244	739	3,729	14,712

9.3 The current capital programme reflects slippage from previous years, together with the 2012/2013 grant allocations. This programme will continue to be delivered throughout 2013/2014 and beyond and Table 7 summarises planned expenditure, providing an analysis of how it is funded.

Table 7. Funding the current capital programme

	C & A	BSD	RCC	Member Priorities	Total
	£,000's	£,000's	£,000's	£,000's	£,000's
2012/2013 Capital Programme	71,977	7,250	29,767	997	109,991
2012/2013 Forecast	53,400	3,193	19,524	997	77,114
2013/2014 Forecast	18,577	2,469	6,520	0	27,566
2014/2015 Forecast	0	838	3,723	0	4,561
2015/2016 & future year's forecast	0	750	0	0	750
Total Forecast	71,977	7,250	29,767	997	109,991
Funding Source					
Government grants	64,592	0	10,638	0	75,230
Developer & other contributions	3,451	0	2,411	0	5,862
Capital Receipts	2,437	3,248	2,242	774	8,701
Reserves / PSA grant / revenue	1,497	772	(18)	223	2,474
HRA revenue contribution	0	0	1,800	0	1,800
Other supported borrowing	0	0	4,410	0	4,410
Prudential borrowing	0	3,230	4,069	0	7,299
Major Repairs Allow. / Reserve	0	0	3,589	0	3,589
Right to buy receipts	0	0	626	0	626
	71,977	7,250	29,767	997	109,991

9.4 Publication of the Local Government Finance Settlement is expected in late December and whilst capital grants are anticipated to be in line with the assumptions in Table 4, the capital programme for 2013/2014 can only be considered as provisional at this stage.

10. Housing Revenue Account – Draft Budget 2013/2014

- 10.1 The Housing Revenue Account (HRA) must be operated for all local authorities with a retained housing stock and is “ring-fenced” from the General Fund. The account details the costs associated with the management and maintenance of the Council’s housing stock. As at 1 April 2012, the Council owned 3,044 properties, 287 of which were homes for independent living. There are a further 198 leasehold flats for which the Council owns the freehold and collects service charges. The stock numbers reduce year on year as a result of tenants exercising their right to buy the home they live in although in recent years this has been a minimal number.
- 10.2 The former housing subsidy system ceased on 31 March 2012 with the introduction of self-financing. To implement the new system the Council was required to make a one-off payment to central government (Debt Settlement Determination) but from then on would no longer be required to make an annual ‘negative’ subsidy payment (£1.8m for 2011/2012). The current monitoring projects that, inclusive of the additional costs of servicing debt and a provision for the future repayment thereof, the HRA will make a surplus for the 2012/2013 financial year of just over £1 million. This together with the accumulated balance on the account of £4.8 million is available for reinvestment in the HRA. £1.8 million of this balance is planned to be used in 2012/2013 to fund the HRA capital programme and this is shown in Table 6.
- 10.3 No significant changes are expected to the Government’s rent re-structuring policy which seeks to move actual rents towards a target rent by increasing rents, where required, by inflation plus 0.5% plus £2 per week whilst only increasing the target rents by the Retail Price Index (RPI) plus 0.5% (September 2012 RPI was 2.6%). The 2013/2014 budget build and rent calculation will assume that Cabinet will continue to follow this policy. Rent charges relating to garages would normally increase by inflation but further options may be brought forward in light of current void levels.
- 10.4 Service charges have in the past been calculated using estimated costs based upon actual charges for previous years. Guidance states that the cost of providing services to tenants should be fair and fully recovered and Members previously agreed that some of the charges could be increased at a level in excess of inflation where costs are not currently being recovered. For 2013/2014 it is planned to review the scope of these charges.
- 10.5 Staff related expenditure will remain at 2012/2013 levels for 2013/2014 to reflect the national public sector pay freeze although they will need to reflect the new structure agreed by Members effective from the 1 October 2012. Generally, all other expenditure will remain at 2012/2013 levels for 2013/2014 to reflect the current economic climate. The only exceptions to this will be contracts, subject to an annual inflationary increase, the introduction of MRP and a proposed revenue contribution to the capital programme.

11. Conclusions

- 11.1 These initial budget proposals represent a considerable step towards developing the 2013/2014 revenue budget in comparison to the MTFP. However as the report indicates, the available resources for the Council are now anticipated to be significantly less than expected only two months ago. The funding gap now forecast at £11.950 million represents a significant challenge. However given the publicity surrounding the scale of the fiscal challenge to Government and the frequent references to Public Sector reductions, it should not be a surprise to Members that the funding position is worsening.
- 11.2 There is considerable work required in order to present a balanced budget and this will be undertaken during the period leading up to the Cabinet meeting on 12 February 2013. Overview and Scrutiny committees have a vital role assisting in this process – both to review existing proposals and also to suggest new ones.

12. Risk Management

- 12.1 The risks exposed by a failure to effectively manage the resource planning and allocation process to achieve priorities and maintain effective service delivery are great. The uncertainty caused by the current economic climate and the consequences in terms of future financial assistance and targets imposed by Government will make this process difficult.

13. Diversity Impact Assessment

- 13.1 The council has legal duties to give due regard to race, gender and disability equality in carrying out its functions. This includes the need to assess whether any proposed changes have a disproportionately negative effect on people from different ethnic groups, disabled people and men and women, which as a result may be contrary to these statutory obligations. These draft budget proposals predict the resources available, against which to determine the service priorities within the Council Plan. Diversity Impact Assessments will be undertaken and reported to Members as part of the budget and service planning process as the impact of the financial settlement on Council services becomes clearer.

14. Financial and legal implications

- 14.1 The financial implications are fully detailed in the report. There are no direct legal implications.

15. Recommendations

- 15.1 Members are requested to consider the draft capital and revenue budget for 2013/2014 and forward the programme to individual Overview and Scrutiny Committees.

Background papers

Medium Term Financial Plan 2013/2016 – Cabinet 2 October 2012:

<http://democracy.medway.gov.uk/ielssueDetails.aspx?Id=8872&Opt=3>

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Appendix 1

Resource forecast: 2012/13 NNDR1 = NDR income with 0% NDR Growth

Local Authority	Medway
Resource Forecast	2
Date produced	16 October 2012

	2013/14	2014/15	2015/16	2016/17	2017/18
Forecast Business Rates Income	41.400	42.352	43.453	45.061	46.864
Top up / (Tariff)	3.013	3.082	3.162	3.279	3.410
Equals pre-levy income	44.413	45.434	46.616	48.340	50.274
Less Levy on growth above RPI	0.000	0.000	0.000	0.000	0.000
Equals post levy income	44.413	45.434	46.616	48.340	50.274
Plus New Homes Bonus returned	5.159	3.971	1.707	0.520	0.189
Plus RSG	52.468	44.459	38.501	32.199	29.962
Plus Safety Net / Capitalisation returned	1.485	1.485	1.485	1.485	1.485
Plus Safety Net payment	-	-	-	-	-
EQUALS Retained Income	103.526	95.350	88.309	82.544	81.910
Annual % change		-7.9%	-7.4%	-6.5%	-0.8%

Assumptions	2013/14	2014/15	2015/16	2016/17	2017/18
Annual business rates growth (%)	0.0%	0.0%	0.0%	0.0%	0.0%
RPI	3.0%	2.3%	2.6%	3.7%	4.0%
NDR Baseline	41.774				
Baseline funding	44.787				
Baseline safety net (percentage)	-10%				
Levy rate (pence in the pound)	0%				

CHILDREN AND ADULT SERVICES - BUDGET BUILD 2013-2014

General Fund Activities	2011-12 Base (Quarter 2) £'000	Remove Support Services £'000	Adjustments £'000	2012-13 Adjusted Base £'000	Medium Term Financial Plan			2013-14 MTFP Assumptions £'000	2013-14 Further Proposals £'000	2013-14 Budget Requirement £'000	2013-14 Budget Requirement		
					Inflation £'000	Other Pressures £'000	Savings £'000				Gross Expenditure £'000	Direct Income £'000	Net Expenditure £'000
Commissioning and Client Financial Affairs	6,782	(418)	0	6,364	0	0	(500)	5,864	0	5,864	5,902	(37)	5,864
Older People	19,170	(773)	0	18,396	0	703	3,014	22,113	0	22,113	33,164	(11,051)	22,113
Social Care Management	(343)	(340)	0	(683)	0	0	660	(23)	0	(23)	2,602	(2,625)	(23)
Physical Disability	11,739	(429)	0	11,310	0	1,045	(200)	12,155	0	12,155	13,117	(961)	12,155
Learning Disability	24,879	(853)	0	24,025	0	365	0	24,391	0	24,391	25,696	(1,305)	24,391
Linked Service Centres	3,981	(401)	0	3,580	0	0	(4,274)	(694)	0	(694)	125	(819)	(694)
Mental Health	4,604	(226)	0	4,377	0	0	0	4,377	(293)	4,084	4,246	(162)	4,084
Total for Adult Social Care	70,812	(3,441)	0	67,370	0	2,113	(1,300)	68,183	(293)	67,890	84,850	(16,960)	67,890
Safeguarding Team	5,835	(744)	0	5,091	0	0	0	5,091	0	5,091	5,115	(24)	5,091
CRAST Team	2,884	(189)	0	2,695	0	0	0	2,695	0	2,695	2,695	0	2,695
Specialist Children's Services	19,270	(530)	0	18,740	199	887	0	19,826	0	19,826	19,894	(68)	19,826
Children's Care Management Team	473	(34)	0	439	0	0	0	439	0	439	439	0	439
Child Protection	246	(26)	0	220	0	0	0	220	0	220	220	0	220
Children's Care Training	108	(11)	0	97	0	0	0	97	0	97	122	(25)	97
Total for Children's Care	28,816	(1,533)	0	27,283	199	887	0	28,369	0	28,369	28,486	(117)	28,369
Directorate Management Team	488	(32)	0	456	0	0	0	456	0	456	508	(52)	456
Commissioning, Contracts and Business Support	2,850	(154)	0	2,695	0	0	0	2,695	0	2,695	3,584	(888)	2,695
Schools Commissioning and Traded Services	694	(24)	0	670	0	0	0	670	0	670	1,268	(598)	670
School Organisation and Student Services	1,993	(184)	0	1,809	0	0	0	1,809	0	1,809	2,489	(681)	1,809
Commissioning Management Team	69	0	0	69	0	0	0	69	0	69	69	0	69
Total for Commissioning and Traded Services	6,093	(393)	0	5,700	0	0	0	5,700	0	5,700	7,919	(2,219)	5,700
Health and Wellbeing	3,939	(282)	0	3,657	0	0	0	3,657	0	3,657	6,534	(2,877)	3,657
Integrated Youth Support Services	3,926	(77)	0	3,850	0	0	0	3,850	0	3,850	4,842	(993)	3,850
Psychology and Inclusion	14,837	(599)	0	14,239	0	0	0	14,239	0	14,239	15,625	(1,387)	14,239
Inclusion Management Team	661	(43)	0	618	0	0	0	618	0	618	1,673	(1,055)	618
Early Years	14,726	(975)	0	13,751	0	0	(506)	13,245	(400)	12,845	12,996	(151)	12,845
School Challenge and Improvement	1,169	(57)	0	1,112	0	0	(143)	969	0	969	969	0	969
Total for Inclusion and School Improvement	39,258	(2,032)	0	37,226	0	0	(649)	36,577	(400)	36,177	42,640	(6,463)	36,177
Finance Headings	262	(10)	0	251	0	0	0	251	0	251	251	0	251
HR Headings	1,151	(84)	0	1,067	0	0	0	1,067	0	1,067	1,495	(428)	1,067
School Grants	(2,365)	0	0	(2,365)	0	0	0	(2,365)	0	(2,365)	4,553	(6,918)	(2,365)
Total Schools Retained Funding and Grants	(953)	(94)	0	(1,047)	0	0	0	(1,047)	0	(1,047)	6,299	(7,346)	(1,047)
Schools Delegated Funding	108,177	0	0	108,177	0	0	0	108,177	0	108,177	108,177	0	108,177
Total for Children and Adult Services Directorate	252,203	(7,494)	0	244,709	199	3,000	(1,949)	245,959	(693)	245,266	278,370	(33,104)	245,266
Dedicated Schools Grant	128,694	(1,498)	0	127,196	0	0	0	127,196	0	127,196	128,972	(1,775)	127,196
General Fund	123,508	(5,996)	0	117,512	199	3,000	(1,949)	118,762	(693)	118,069	149,398	(31,329)	118,069

Children and Adult Services Directorate

BUDGET BUILD 2013/14 - BASE BUDGET ADJUSTMENTS

	Medium Term Financial Plan provision £000s	Further proposals £000s
ADULT SOCIAL CARE		
Commissioning & Client Financial Affairs		
- Full year effect of review of Supporting People contracts	(500)	
Older People		
- 2011-12 Star Chamber: Effect of review of in-house provision.	3,014	
- Cost of Current Service: Residential Placements.	372	
- Demographic Projections	331	
Social Care Management		
- 2011-12 Star Chamber: Effect of review of in-house provision.	460	
- 2012-13 Star Chamber: Effect of review of Balfour Centre provision.	200	
Physical Disability		
- 2012-13 Star Chamber: Effect of review of Balfour Centre provision.	(200)	
- Cost of Current Service: Across all types of provision	720	
- Demographic Projections: 12 RTA's phased over twelve months.	325	
Learning Disability		
- Cost of Current Service: Principally Residential Placements	262	
- Demographic Projections: Named individuals on the verge of transition.	103	
Link Service Centres		
- 2011-12 Star Chamber: Effect of review of in-house provision.	(4,274)	
Mental Health		
- Proposed staffing restructure		(143)
- Review of residential placements		(150)
CHILDREN'S CARE		
Specialist Childrens' Services		
- Cost of Current Service: Higher than anticipated LAC nos.	787	
- Inflation: Fostering and residential (2% pa).	199	
- Demographic Projections: Adoption Fees	100	
SCHOOL IMPROVEMENT AND INCLUSION		
Early Years		
- Nursery places for two year olds will be a cost to the DSG from Sept 2012	(506)	
- Fund Early Years activity from DSG, plus £50,000 savings		(400)
School Challenge & Improvement		
- Delete non-recurring budget for 1-2-1 tuition / governor training	(143)	
TOTAL ADJUSTMENTS TO BASE BUDGET	1,250	(693)

REGENERATION, COMMUNITY AND CULTURE - BASE BUDGET BUILD 2013-2014

General Fund Activities	2012-13 Base (Q2 2012) £'000	Remove Support Services £'000	Adjustments £'000	2012-13 Adjusted Base £'000	Medium Term Financial Plan			2013-14 MTFP Assumptions £'000	2013-14 Further Proposals £'000	2013-14 Draft Budget (Nov 2012) £'000	2013-14 Budget Requirement		
					Inflation	Other Pressures	Savings				Gross Expenditure £'000	Direct Income £'000	Net Expenditure £'000
					£'000	£'000	£'000				£'000	£'000	£'000
Highways	6,951	(327)	0	6,624	85	2,123	0	8,832	(1,427)	7,405	8,840	(1,434)	7,405
Road Safety	352	(73)	0	279	0	0	0	279	0	279	547	(267)	279
Traffic Management	748	(71)	0	677	0	0	0	677	0	677	987	(311)	677
Parking	(3,021)	(229)	0	(3,250)	0	135	0	(3,115)	0	(3,115)	2,730	(5,846)	(3,115)
Waste Services	19,109	(350)	0	18,759	383	343	0	19,485	0	19,485	21,346	(1,861)	19,485
Community Safety Partnership	394	(33)	0	361	0	0	0	361	0	361	361	0	361
Environmental Health Commercial	1,259	(159)	0	1,100	0	0	0	1,100	0	1,100	1,173	(73)	1,100
Environmental Services	1,687	(268)	0	1,419	0	0	0	1,419	0	1,419	1,632	(213)	1,419
Safer Communities Support	118	(8)	0	110	0	0	0	110	0	110	110	0	110
CCTV / Lifeline	288	(95)	0	193	0	0	0	193	0	193	1,150	(956)	193
Strood Depot Services	(4)	(10)	0	(14)	0	0	0	(14)	0	(14)	97	(112)	(14)
Front Line Services	786	(463)	0	323	0	0	0	323	0	323	323	0	323
Major Projects	(56)	(64)	0	(120)	0	100	0	(20)	109	89	953	(864)	89
Total for Front Line Services	28,611	(2,150)	0	26,461	468	2,701	0	29,630	(1,318)	28,312	40,248	(11,936)	28,312
Housing, Development & Transport	244	(235)	0	9	0	0	0	9	0	9	280	(272)	9
Economic Development	594	(68)	0	526	0	0	0	526	0	526	1,344	(819)	526
Integrated Transport	6,557	(78)	0	6,479	0	199	(244)	6,434	(14)	6,420	7,166	(746)	6,420
Planning Policy & Design	1,030	(77)	0	953	0	0	0	953	0	953	971	(18)	953
Development Management	583	(579)	0	4	0	85	0	89	(85)	4	1,220	(1,216)	4
Social Regeneration & Europe	517	(135)	0	382	0	0	0	382	0	382	562	(180)	382
Building Control	201	(2)	0	199	0	0	0	199	(25)	174	174	0	174
Housing Solutions	1,333	(248)	0	1,085	0	175	0	1,260	120	1,380	1,818	(439)	1,380
Homechoice	434	(155)	0	279	0	0	0	279	0	279	348	(69)	279
Private Sector Housing	378	(114)	0	265	0	0	0	265	0	265	306	(41)	265
Housing Disabled Adaptions	148	(74)	0	74	0	0	0	74	0	74	156	(81)	74
Property Management	16	(16)	0	0	0	0	0	0	0	0	61	(61)	1
Housing Strategy	426	(167)	0	259	0	0	0	259	0	259	275	(16)	259
Housing Performance	63	(15)	0	48	0	0	0	48	0	48	134	(86)	48
Centralised Budgets	249	0	0	249	0	0	0	249	0	249	249	0	249
Housing Related Support	117	0	0	117	0	0	0	117	0	117	117	0	117
Total for Development and Transport	12,888	(1,963)	0	10,925	0	459	(244)	11,142	(4)	11,138	15,182	(4,044)	11,138
L&C Management Group	65	(19)	0	46	0	0	0	46	0	46	46	0	46
Leisure & Sports	3,634	(493)	0	3,141	0	0	(640)	2,501	0	2,501	6,441	(3,940)	2,501
Arts, Theatres & Events	1,514	(439)	0	1,075	0	0	0	1,075	0	1,075	3,461	(2,386)	1,075
Heritage	770	(144)	0	626	0	0	0	626	0	626	884	(258)	626
Greenspaces	4,319	(275)	0	4,044	0	70	0	4,114	(30)	4,084	4,886	(801)	4,084
Tourism	564	(57)	0	507	0	0	0	507	0	507	1,053	(546)	507
Libraries	4,324	(425)	0	3,899	0	70	0	3,969	0	3,969	4,260	(291)	3,969
Total for Leisure and Culture	15,189	(1,852)	0	13,337	0	140	(640)	12,838	(30)	12,808	21,030	(8,223)	12,808
Regeneration, Community & Culture Directorate Support	697	(355)	0	342	0	66	0	408	0	408	434	(29)	405
Total for Regeneration, Community & Culture	57,385	(6,321)	0	51,064	468	3,366	(884)	54,014	(1,352)	52,662	76,895	(24,233)	52,662

Regeneration, Community & Culture Directorate

BUDGET BUILD 2013/14 - BASE BUDGET ADJUSTMENTS

	Medium Term Financial Plan provision £000s	Further proposals £000s
FRONT LINE SERVICES		
Highways		
- Term contract uplift, reduced by not inflating capital element	85	(42)
- Medway Tunnel maintenance (Tunnel fund expires)	738	
- Responsive maintenance to address increasing insurance claims	250	(250)
- Grass cutting and associated traffic management to achieve expected service level	135	(135)
- Investment in highways infrastructure to reverse deterioration of Medway's National Indicators	1,000	(1,000)
Parking		
- The Brook MSCP 2 yearly inspection and maintenance	100	
- General basic maintenance funding gap for replacement of P&D machines that are failing which is resulting in loss of income	35	
Major Projects		
- Increased income targets not achieved due to lack of major projects	100	(100)
Waste Services		
- Contract uplift - based on 2.5% (assuming no waste growth)	383	
- Increase in Landfill Tax at £8 per tonne (assuming no waste growth)	264	
- Increase in property numbers	38	
- Waste contract variation orders	41	
HOUSING, DEVELOPMENT AND TRANSPORT		
Integrated Transport		
- Chatham Waterfront Bus Station running costs	64	
- Concessionary Fares, young people	(244)	(53)
- Concessionary Fares, adults and disabled persons	189	14
- Concessionary Fares, full card review	(54)	
- Advertising income target not realisable		25
Development Management		
- Sustainability of income target for planning application fees	85	(85)
Building Control		
- Savings identified by STGBC business plan		(25)
Housing Solutions		
- Increase In homelessness	175	
LEISURE & CULTURE		
Leisure & Sports		
- Removal of Olympic funding requirement	(440)	
- Removal of non-recurring budget for 2012 Celebrations	(200)	
Greenspaces and Country Parks		
- General maintenance contract - cleansing costs		
- Greenspace Grounds Maintenance contract re-tendering costs	30	(30)
- Tree safety survey	40	
Libraries		
- Rental Income target shortfall	70	
Regeneration, Community & Culture Directorate Support		
- Regeneration	66	
Grants absorbed in formula grant (Flood £209,000, Homeless £120,000)		329
TOTAL ADJUSTMENTS TO BASE BUDGET	2,950	(1,352)

BUSINESS SUPPORT DEPARTMENT - BUDGET BUILD 2013-2014

General Fund Activities	2012-13 Base (Q2 2012)	Remove Support Services	Adjustments	2012-13 Adjusted Base	Medium Term Financial Plan			2013-14 MTFP Assumptions	2013-14 Further Proposals	2013-14 Draft Budget (Nov 2012)	2013-14 Budget Requirement		
					Inflation	Other Pressures	Savings				Gross Expenditure	Direct Income	Net Expenditure
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Legal Services	7	1,225	0	1,232	0	140	0	1,372	(40)	1,332	1,536	(204)	1,332
Land Charges & Licensing	89	(194)	0	(105)	0	0	0	(105)	(90)	(195)	344	(539)	(195)
Building & Design	(546)	(88)	0	(634)	0	100	0	(534)	0	(534)	726	(1,260)	(534)
Procurement	1	125	0	126	0	300	0	426	(300)	126	130	(4)	126
Asset and Property Management	(729)	2,634	0	1,905	0	187	(84)	2,008	(103)	1,905	4,505	(2,600)	1,905
Centralised Budgets	11	179	0	190	0	0	0	190	0	190	11	179	190
Corp Services Vacancy Target	(88)	0	0	(88)	0	0	0	(88)	0	(88)	(88)	0	(88)
Total for Housing & Corporate Services	(1,255)	3,881	0	2,626	0	727	(84)	3,269	(533)	2,736	7,164	(4,428)	2,736
Benefit Payments	1,300	(95)	0	1,205	0	0	0	1,205	0	1,205	110,865	(109,660)	1,205
Revenues and Benefits Admin Total	1,059	(2,381)	0	(1,322)	0	0	0	(1,322)	0	(1,322)	1,748	(3,070)	(1,322)
NNDR Discretionary Relief	251	0	0	251	0	0	0	251	0	251	251	0	251
Rural Liaison Grants	75	0	0	75	0	0	0	75	0	75	75	0	75
Ward Improvements	165	0	0	165	0	0	0	165	0	165	165	0	165
Corporate Management	2,857	(2,487)	0	370	0	0	0	370	0	370	370	0	370
Non Distributed Costs	1,553	0	0	1,553	0	0	0	1,553	0	1,553	1,553	0	1,553
Corporate Provisions	1,027	(1)	0	1,026	0	0	(100)	926	(221)	705	705	0	705
Business Support Management Team	5	847	0	852	0	0	0	852	0	852	933	(81)	852
Financial Management	7	1,203	0	1,210	0	0	0	1,210	0	1,210	1,333	(123)	1,210
Financial Systems	0	124	0	124	0	0	0	124	0	124	133	(9)	124
Financial Support	4	472	0	476	0	0	0	476	0	476	516	(40)	476
Creditors and Income Services	3	247	0	250	0	0	0	250	0	250	274	(24)	250
Audit Services	2	541	0	543	0	0	0	543	0	543	550	(7)	543
FS Vacancy Saving Target	(106)	0	0	(106)	0	0	0	(106)	0	(106)	(106)	0	(106)
Total for Finance	8,202	(1,530)	0	6,672	0	0	(100)	6,572	(221)	6,351	119,365	(113,014)	6,351
Democratic Services	833	0	0	833	0	0	0	833	0	833	883	(50)	833
Members and Mayoral Services	1,063	(39)	0	1,024	0	0	0	1,024	0	1,024	1,072	(48)	1,024
Electoral Services	469	(277)	0	192	0	0	0	192	0	192	196	(4)	192
Community Interpreters	(65)	(10)	0	(75)	0	0	0	(75)	(30)	(105)	186	(291)	(105)
Registration Services	88	(59)	0	29	0	0	0	29	0	29	535	(506)	29
Bereavement Services	(218)	(108)	0	(326)	0	56	(30)	(300)	0	(300)	1,593	(1,893)	(300)
Customer Contact	23	3,250	0	3,273	0	64	0	3,337	0	3,337	3,459	(122)	3,337
Customer First	8	933	0	941	0	0	0	941	0	941	1,061	(120)	941
CF Vacancy Saving Target	(150)	0	0	(150)	0	0	0	(150)	0	(150)	(150)	0	(150)
Total for Democracy & Customer First	2,051	3,690	0	5,741	0	120	(30)	5,831	(30)	5,801	8,835	(3,034)	5,801
Research & Review	2	496	0	498	0	0	0	498	0	498	517	(19)	498
Management Information	2	347	0	349	0	0	0	349	0	349	349	0	349
Childrens Review Services	984	(129)	0	855	0	80	0	935	(80)	855	914	(59)	855
Communications and Improvement	(102)	725	0	623	0	80	0	703	(18)	685	1,067	(382)	685
Administration Hub	16	1,662	0	1,678	0	0	0	1,678	0	1,678	2,035	(357)	1,678
CPP Vacancy Saving Target	(99)	0	0	(99)	0	0	0	(99)	0	(99)	(99)	0	(99)
Total for Communications, Performance & Partnerships	803	3,101	0	3,904	0	160	0	4,064	(98)	3,966	4,783	(817)	3,966
Human Resource Services	(426)	1,687	0	1,261	0	320	0	1,581	(120)	1,461	5,228	(3,767)	1,461
Adult Education	(5)	(146)	0	(151)	0	0	0	(151)	0	(151)	2,647	(2,798)	(151)
ICT	11	3,116	0	3,127	0	46	0	3,173	(46)	3,127	3,662	(535)	3,127
OS Vacancy Saving Target	(107)	0	0	(107)	0	0	0	(107)	0	(107)	(107)	0	(107)
Organisational Services Total	(527)	4,657	0	4,130	0	366	0	4,496	(166)	4,330	11,430	(7,100)	4,330
Total for Business Support Department	9,274	13,799	0	23,073	0	1,373	(214)	24,232	(1,048)	23,184	151,577	(128,393)	23,184

Business Support Department**BUDGET BUILD 2013/14 - BASE BUDGET ADJUSTMENTS**

	Medium Term Financial Plan provision £000's	Further proposals £000's
CORPORATE SERVICES		
Legal Services		
- Reduced income from capital	90	(40)
- Court case printing.	50	
Land Charges and Licensing		
- Higher than budgeted income		(90)
Building and Design		
- Reduced surplus	100	
Procurement		
Energy cost increases	300	(300)
Asset and Property Management		
- Property rents	127	(103)
- Kingsley House running costs	(84)	
- Unachievable facilities management saving target	60	
FINANCIAL SERVICES		
Corporate Provisions		
- Reduction in external audit costs		(61)
- Removal of non-recurring funding for the Airport Campaign	(50)	
- Removal of non-recurring funding for Investment in Medway Campaign	(50)	
- Removal of Golden Hello provision		(160)
DEMOCRACY & CUSTOMER FIRST		
Community Interpreters		
- Increased income		(30)
Bereavement Services		
- Fee increases	(30)	
- NNDR costs	28	
- RPI increases Grounds Maintenance	28	
Customer Contact		
- Additional staffing required to deal with increased caseload	64	
COMMUNICATIONS, PERFORMANCE & PARTNERSHIPS		
Childrens Review Services		
- Additional Independent Review Officer required to deal with increased workload	80	(80)
Communications and Improvement		
- Under-delivery of Graphic Design Income	50	
- Under-delivery of Medway Matters income	30	(18)
ORGANISATIONAL SERVICES		
Human Resource Services		
- Reduced surplus from Temp Agency/Temporary staff	250	(50)
- Under-delivery of income from Academies	70	(70)
ICT		
- Better for Less upgraded software Licence costs	46	(46)
TOTAL ADJUSTMENTS TO BASE BUDGET	1,159	(1,048)