

Adur  
District  
Council

# BUDGET BOOK

Worthing  
Borough  
Council

2015-2016

Adur &  
Worthing  
Councils

# CIVIC BUDGET 2015/2016

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# INTRODUCTION

## BUDGET BOOK FORMAT

The Budget Book is presented in line with the operational service block structure of the three 'organisations'; Adur, Worthing and Joint. The colour of the page identifies the organisation.

Each service budget is identified by Executive Member Portfolio for Adur and Worthing Councils within the service blocks.

The budget reports submitted to Adur and Worthing Executives and the Joint Committee are reproduced on pages 8-189 of this Budget Book.

## BUDGET STRATEGY FOR 2015/16

Detailed budget strategies for Adur and Worthing Councils were agreed in July 2014, to underpin the budget process:

### Revenue Budget Strategy

- The Councils will aim to keep Council Tax increases to a minimum;
- Growth in expenditure is to be restricted to unavoidable expenditure to satisfy the delivery of the Councils' Key Priorities and other legislative requirements. The key items of growth identified to date have been included in the outline 5-year forecast;
- Any other growth to be accompanied by proposals for equivalent ongoing savings and not to be funded from reserves;
- Income is to be increased in line with the inflationary pressures upon the Councils (2.0%) or such higher increase as the individual markets can bear;
- Expenditure is to be increased by: 1% for pay (but an allowance has been made for increments which are a contractual commitment) and 2.0% for all other expenditure (except for inflation arising from contractual indexation provisions and energy for which an appropriate provision is to be made);
- The Councils aim to set a balanced budget. Any proposed use of reserves is to have regard to the adequacy of such reserves and any such policy must be sustainable in the longer term. In addition, the Councils aim not to have any planned call upon the General Fund Working Balance;
- Officers are to identify 'cashable' efficiency savings, options for reducing non-priority services, and undertake a critical review of income.

# INTRODUCTION

## BUDGET STRATEGY FOR 2015/16

### Capital Investment Programme

- A maximum level of funding is to be made available per year for the next 5 years to fund new General Fund schemes as follows:

Adur District Council: £1m (plus £3.6m for the Housing Investment Programme)

Worthing Borough Council: £1.5m

- The funding of the programme is to be comprised of prudential borrowing and capital receipts. This reflects concerns about affordability; however Members need to be aware that the number, age and condition of the Council's assets continue to be a cause for concern.
- Additional capital expenditure to be only agreed where additional funding from capital grants, contributions, earmarked receipts approved additional prudential borrowing or use of reserves has been secured.

### JOINT SHARED SERVICES (JSC)

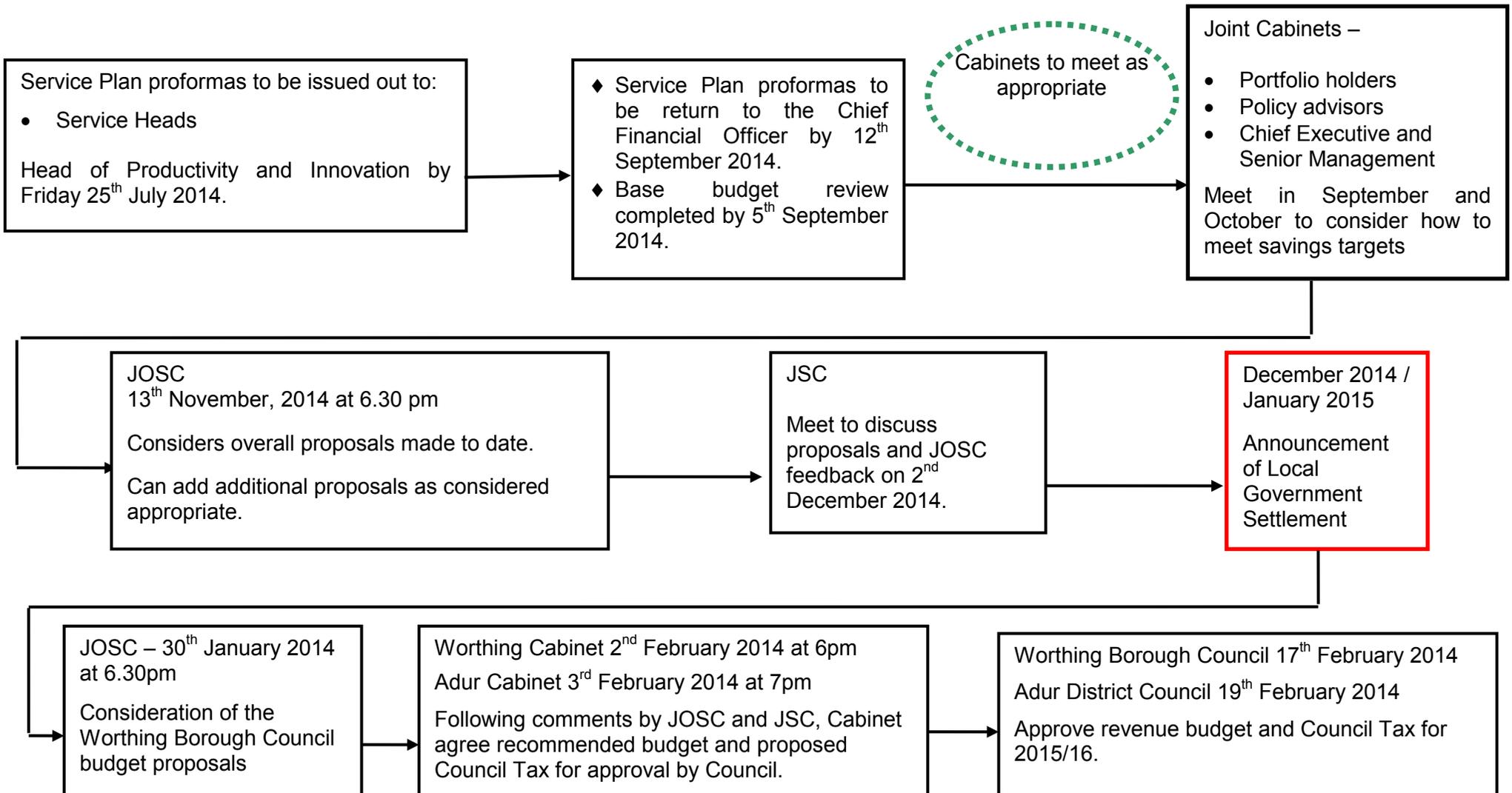
In July 2007, both Adur District and Worthing Borough Councils took the decision to work in partnership and to create a single officer structure and provide shared services to their two communities.

This partnership of shared services sits within a non-legal entity of a joint committee. The joint committee has to meet all the accounting requirements of a public sector body. For budget purposes the following key processes apply:-

- The joint committee has a separate general ledger.
- As each service moves across to the joint committee their respective budgets are pooled.
- The pooled joint budgets are recharged back to Adur and Worthing Councils as part of the cost allocation recharge process.

### RECHARGES

The concept of recharging central support and departmental management support, 'back office functions' to 'front line services' is based on the CIPFA Service Reporting Code of Practice for Local Authorities. The accounting principle is that the 'total cost' for a service should follow a consistent approach across local authorities and that the definition of 'total cost' includes direct costs related to services and 'back office functions.'







**JOINT STRATEGIC COMMITTEE OVERALL BUDGET ESTIMATES FOR 2015/16**

**REPORT BY DIRECTOR FOR DIGITAL AND RESOURCES**

**1.0 SUMMARY**

1.1 This report represents the culmination of the annual budget exercise and asks members to consider the following:

- The final revenue estimates for 2015/16;
- An updated outline 5-year forecast;

These budgets reflect the decisions taken by Members to date in relation to agreed savings proposals and reflect the decisions made at both Councils, together with some minor changes which are detailed below.

1.2 The budget is analysed by Service within Directorate. In addition, the draft estimates for 2015/16 have been prepared, as always, in accordance with the requirements of the Service Reporting Code of Practice for Local Authorities 2015/16 (except in relation to pension costs adjustments that do not impact either on the Budget Requirement or the Council Tax Requirement).

1.3 The respective Adur and Worthing 2015/16 Estimate and Council Tax setting reports have been considered by the Worthing Executive on Monday 2<sup>nd</sup> February 2015 and the Adur Executive on Tuesday 3<sup>rd</sup> February 2015. Both the Estimates for Adur District Council and Worthing Borough Council included their respective share of the cost of the Joint Strategic Committee.

**2.0 BACKGROUND**

2.1 The report covering the “*Outline 5-year forecast for 2015/16 to 2019/20 and the Budget Strategy*” was considered on 22<sup>nd</sup> July, 2014. This report outlined the Financial Context, the Key Budget Pressures, the Options for Addressing the Budget Gap and the Budget Strategy for Adur and Worthing Councils. On 2<sup>nd</sup> December the “*Outline 5-Year Forecast and Savings Proposals*” was approved by the Joint Strategic Committee. The 2 new major strategic work strands (“Getting In Shape and the Digital Strategy”) were discussed in addition to the progress of the three major work streams:

## 2.0 BACKGROUND

1. Major Service Reviews;
2. Efficiency Reviews;
3. Base Budget Review.

2.2 Since the meeting on 2<sup>nd</sup> December, the Joint Strategic Committee budget has been finalised and the last adjustments have been included. (The 2015/16 budgets for Adur and Worthing Councils have been reported to their respective Executives earlier this week) Overall, therefore, the current financial position of the Joint Strategic Committee for 2015/16 can be summarised as:

<b>Original shortfall in funding</b>	<b>£'000</b> <b>902</b>
<b>Changes identified in December 2014:</b>	
Committed Growth	156
Removal of contingency budget	-100
<b>Budget shortfall as at 2<sup>nd</sup> December 2014</b>	<b>958</b>
Final adjustments for the cost of inflation and salary increments.	-80
Additional cost arising from the renewal of CenSus IT maintenance agreement.	21
Removal of growth item approved in December for car park salaries which is no longer needed.	-8
Increase in funding from the constituent Councils following final budget considerations	-65
<b>Revised budget shortfall</b>	<b>826</b>
<b>Less:</b> Worthing Grounds Maintenance saving identified in 2013/14	-30
Net savings identified in December	-692
Savings identified in January	-104
<b>Remaining shortfall to be addressed</b>	<b>-</b>

## **2.0 BACKGROUND**

- 2.3 Local Government has been the subject of an extraordinary level of change over the past few years which is set to continue for the foreseeable future. The level of funding provided by Central Government has reduced by significantly over the few years and will continue to reduce for at least the next 2 – 3 years as emphasised by the Chancellor in the Autumn Statement. This will have inevitable consequences for the services of the Joint Strategic Committee which will need to reduce its budget in line with the challenges faced by the constituent Councils.
- 2.4 The Settlement was announced on the 18<sup>th</sup> December 2014 and this year has been largely as expected. It is clear from the Ministers statement that the Councils will continue to see a fall in government funding for the next few years. The ongoing pressure on the budgets of the constituent Councils will inevitably have an impact of the level of funding offered to the Joint Committee.

## **3.0 2014/15 BUDGET – CURRENT POSITION**

- 3.1 The latest revenue monitoring report for the Joint Committee was reported on the 4<sup>th</sup> November 2014 to this committee and forecasts an overspend for the year of £152,000. The largest single factor causing this overspend is the impact of job evaluations which are expected to cost £321,000.
- 3.2 The ongoing trends that have been identified as part of regular monitoring have been built into the 2015/16 revenue budget.
- 3.3 On past evidence, spending patterns between this monitoring report and the end of the financial year have shown there is every reason to expect that the position may improve as the year progresses, which will be reported when the outturn position come before the Joint Strategic Committee in June/July 2015. Consequently, any final recommendations must be deferred until the outturn results are known.

## **4.0 DRAFT REVENUE ESTIMATES 2015/16**

- 4.1 Detailed budgetary work for the Joint Strategic Committee is now complete (subject to any decisions arising from the Adur and Worthing Executives in February) and the estimate of the budget requirement is £21,670,710. This includes the savings agreed by Joint Strategic Committee on 2<sup>nd</sup> December 2014.

#### 4.0 DRAFT REVENUE ESTIMATES 2015/16

4.2 Details of all of the main changes in the base budget from 2014/15 to 2015/16 are at Appendix 1. A breakdown by Service within Directorate summary budget is attached at Appendix 3. The changes can be summarised briefly as follows:

	£'000	£'000
<b>2014/15 Original Estimate</b>		20,590
<b>Add:</b> Budgets transferred into the Joint Committee		1,100
<b>Add:</b> General Pay and Price Increases		439
		22,129
<b>Add:</b> Committed and Unavoidable Growth:		350
<b>Less:</b> Compensatory Savings		
<b>Less:</b> Savings agreed by members		
Worthing Grounds Maintenance saving identified in 2013/14	-30	
Net savings identified in December	-692	
Savings identified in January	-104	
		-826
<b>Net cost to be reallocated to the Councils</b>		21,653
<b>Allocated as follows:</b>		
- Adur District Council		8,743
- Worthing Borough Council		12,910
<b>Cost reallocated to both Councils</b>		21,653

4.3 The Joint Strategic Committee budget will be reflected in both the Adur and Worthing Estimates, which will be approved by their respective Executives on 2<sup>rd</sup> and 3<sup>rd</sup> February 2015. The allocation of the costs of joint services under the remit of the JSC has again been reviewed this year. The swing of costs between the two Councils has changed by 0.34% between the two Councils.

4.4 However, as part of the review of the allocation of support services there have been some changes for individual services which are reflected in the detailed budgets. It is important to note that this does not change the overall cost of the support services to each Council, but that it does influence the size of the share that each service takes, and the proportion borne by the General Fund and the Capital Investment Programme.

Further details can be provided by request from the Jo-Anne Chang-Rogers (Finance Manager) or Sarah Gobey (Chief Financial Officer).

## 5.0 IMPACT ON FUTURE YEARS

5.1 The impact of the proposed changes on the overall revenue budget for the next 5 years is shown at Appendix 1. However, there is a general election in 2015 and the austerity measures will continue for another 2 – 5 years. Consequently, the Joint Strategic Committee is likely to show the following shortfalls:

	Expected shortfall (Cumulative)				
	2015/16	2016/17	2017/18	2018/19	2019/20
	£'000	£'000	£'000	£'000	£'000
Cumulative budget shortfall	796	2,391	3,508	4,732	5,986
<b>Less:</b>					
Net savings agreed in December and January	-796	-796	-796	-796	-796
Adjusted cumulative budget shortfall	-	1,595	2,712	3,936	5,190
Savings required each year	-	1,595	1,117	1,224	1,254

5.2 To ensure that the Joint Strategic Committee continues to balance the budget there will need to be a continuing emphasis on efficiency and value for money in the annual savings exercise.

## 6.0 SIGNIFICANT RISKS

6.1 Members will be aware that there are several risks to the Joint Strategic Committee's overall budget. These can be summarised as follows:-

(i) **Income**

The Committee receives income from a number of services which will be affected by demand. Whilst known reductions in income have been built into the proposed budgets for 2015/16, income may fall further than expected.

(ii) **Withdrawal of funding by partners**

All budgets within the public sector continue to come under intense scrutiny which may lead to partners reassessing priorities and withdrawing funding for partnership schemes. Consequently, either council might lose funding for key priorities, which would leave the Joint Committee with unfunded expenditure together with the dilemma about whether to replace the funding from internal resources.

## 6.0 SIGNIFICANT RISKS

### (iii) Inflation

A provision for 2.0% inflation has been built into non-pay budgets together with an allowance for additional inflation on fuel. Pay budgets include an inflationary allowance of 1%. Our Treasury advisors agree with the Bank forecast that inflation is likely to stay near the target rate of 2%. Each 1% increase in inflation is equivalent to the following amount:

	1% increase
	£'000
Pay	189
Non-pay	61

6.2 To help manage these risks, both councils have working balances and other earmarked reserves.

## 7.0 GROWTH

7.1 Attached at Appendix 2 are the non-committed growth items which total £90,000 in 2015/16 for consideration. These have been considered by the individual Executives. A verbal update will be provided at the meeting as to whether these items have been approved.

## 8.0 CONSULTATION

8.1 Both Councils have undertaken a follow-up consultation to last year's area wide exercise entitled 'Your Chance to be the Chancellor'. This again took the form of a leaflet sent out to each home. The focus of this year's consultation was around the potential changes to the Council Tax Reduction Scheme, and the level of Council Tax increase that the public would support. Therefore it does not impact directly upon this committee. The results have been reported to the Adur and the Worthing Executives in February 2014.

## **9.0 COMMENTS BY THE CHIEF FINANCIAL OFFICER**

9.1 Section 25 of the Local Government Act 2003 requires an authority's Chief Financial Officer to make a report to the authority when it is considering its budget and council tax. The report must deal with the robustness of the estimates and the adequacy of the reserves allowed for in the budget proposals, so Members will have authoritative advice available to them when they make their decisions. The Section requires Members to have regard to the report when making their decisions.

9.2 As Members are aware, the Joint Strategic Committee must set its Estimates in advance of the start of the financial year. This is because both Councils must decide every year how much they are going to raise from council tax. They base their decision on a budget that sets out estimates of what they plan to spend on each of their services. This includes a share of the cost of the Joint Strategic Committee. Because they decide on the council tax in advance of the financial year in question, and are unable to increase it during the year, they have to consider risks and uncertainties that might force them to spend more on their services than they planned. Allowance is made for these risks by:

- making prudent allowance in the estimates for each of the services, and in addition;
- ensuring that there are adequate reserves to draw on if the service estimates turn out to be insufficient.

Subject to the important reservations below, a reasonable degree of assurance can be given about the robustness of the estimates. The exceptions relate to:

- (1) The provision of estimates for items outside of the direct control of the Council:
  - Income from fees and charges in volatile markets, and income from grants.
  - External competition and declining markets, particularly during a recession.
- (2) Cost pressures not identified at the time of setting the budget. This would include items such as excess inflation.
- (3) Initiatives and risks not specifically budgeted for.

## **9.0 COMMENTS BY THE CHIEF FINANCIAL OFFICER**

### **9.3 Overall view on the robustness of the estimates:**

It will therefore be important for members to maintain a diligent budget monitoring regime during 2015/16.

### **9.4 The Chief Financial Officer and Section 151 Officer's overall view of the robustness of the estimates is, therefore, as follows:**

*The processes followed are sound and well established and identical to those that produced robust estimates in the past. The Joint Strategic Committee has also demonstrated that it has a sound system of financial management in place.*

## **10.0 CONCLUSION**

10.1 The past few years have been very difficult for the Councils and consequently the Committee. Overall the Committee has successfully identified savings of over £796,000 to meet the current year's financial challenges. This year's savings show the reward for a continued focus on a robust approach to budgeting (through the removal of unneeded budgets) and the efficiency agenda which has reaped significant savings in the current year.

10.2 However, this has not been without pain. The workforce has been reduced again, with the inevitable pressure of additional work falling on the shoulders of the remaining staff. This will continue as requirement to reduce costs is set to be a feature of the organisation for the next few years. But we have to date continued to protect most front-line services.

10.3 Looking further ahead, the Chancellor has signalled that the austerity programme will continue until well beyond 2015/16, so difficult times lie ahead.

10.4 Nevertheless, it is difficult to be certain what the future will bring post the general election, although it is fairly certain that funding will continue to be withdrawn from local government for the next 3- 5 years irrespective of which Party wins the General Election.

10.5 Consequently, there is a real need for the Councils to develop a strategy for the next 2 – 5 years. However, the last year has brought about some significant change for the Council. There is now a new Council Leadership Team, and with the recent 'Getting in Shape' restructure, a new Operational Leadership Group has now been formed. In addition, the Council has also embarked on an ambitious digital transformation programme. The Council is now positioned to start delivering the 'Surf's Up' programme and meet this challenge.

## **11.0 RECOMMENDATION**

11.1 The Joint Strategic Committee is recommended to:

- Note the non-committed growth items outlined in Appendix 2 which have already been considered at the individual Executive meetings;
- Agree the budgets for 2015/16 at Appendix 3 which will be adjusted by any non-committed growth items approved by the individual Executives.

### **Local Government Act 1972**

#### **Background Papers:**

Report to the Joint Strategic Committee 22<sup>nd</sup> July 2014 Outline forecast 2015/16 to 2019/20 and Budget Strategy

Report to the Joint Strategic Committee 2<sup>nd</sup> December 2014 Outline 5 year forecast and savings proposals.

Local Authority Finance (England) Settlement Revenue Support Grant for 2015/16 and Related Matters: DCLG Letters and associated papers of 18<sup>th</sup> December 2014.

The Autumn Statement 2014. HM Treasury

Local Government Act 2003 and Explanatory Note

“Guidance Note on Local Authority Reserves and Balances” – LAAP Bulletin No. 77 - CIPFA -published in November 2008

Adur District Council and Worthing Borough Council Statement of Accounts 2013/14

Report to Joint Strategic Committee 4<sup>th</sup> November 2014 – “2<sup>nd</sup> Capital, Revenue Budget and Performance Monitoring 2014/15

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## **SCHEDULE OF OTHER MATTERS**

### **1.0 COUNCIL PRIORITY**

1.1 The budget supports the Council's achievement of all its priorities.

### **2.0 SPECIFIC ACTION PLANS**

2.1 The report details how the Council proposes to meet the financial targets initially outlined in the 3-year outline forecast considered in July 2010.

### **3.0 SUSTAINABILITY ISSUES**

3.1 Matter considered and no issues identified

### **4.0 EQUALITY ISSUES**

4.1 The majority of the proposals included in the report will have no impact on equality issues as there are no proposed changes to the way in which services are delivered.

### **5.0 COMMUNITY SAFETY ISSUES (SECTION 17)**

5.1 Matter considered and no issues identified

### **6.0 HUMAN RIGHTS ISSUES**

6.1 Matter considered and no issues identified

### **7. REPUTATION**

7.1 Matter considered and no issues identified

### **8.0 CONSULTATIONS**

8.1 Consultations are detailed in Section 9 of the main report

### **9.0 RISK ASSESSMENT**

9.1 The overall risks to the budget are detailed in Section 8 of the main report.

### **10.0 HEALTH AND SAFETY ISSUES**

10.1 Matter considered and no issues identified

### **11.0 PROCUREMENT STRATEGY**

11.1 Matter considered and no issues identified

### **12.0 PARTNERSHIP WORKING**

12.1 The report considers the impact that partnership working has on the overall revenue budget.

**JOINT:**  
**Revenue Budget Report**

JOINT STRATEGIC COMMITTEE						
Revenue Budget Summary Statement 2014/15 - 2019/20						
	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
	Base					
	£'000	£'000	£'000	£'000	£'000	£'000
<b>Net Spending to be Financed from Taxation</b>						
<b>Base budget</b>	<b>23,933</b>	23,933	23,933	23,933	23,933	23,933
Budgets transferred in from Adur and Worthing Councils		1,100	1,100	1,100	1,100	1,100
(a) <b>Annual Inflation</b>						
Estimated inflation		439	1,194	1,970	2,753	3,574
(b) <b>Committed Growth</b>						
Changes to National Insurance Contributions		-	518	528	539	550
Impact of Pension contribution increase		181	340	349	356	363
Growth items approved in December 2014		156	156	156	156	156
Removal of growth item approved in December for car park salaries which is no longer needed.		(8)	(8)	(8)	(8)	(8)
Impact of renewal of CenSus maintenance agreements		21	21	21	21	21
(c) <b>Agreed Savings</b>						
Grounds maintenance saving on behalf of Worthing Borough Councils		(30)	(30)	(30)	(30)	(30)
(d) <b>Accounting adjustments</b>						
Adjustments to allocations within the Joint Strategic Committee		76	76	76	76	76
<b>Total Budget Requirements</b>	<b>23,933</b>	<b>25,868</b>	<b>27,300</b>	<b>28,095</b>	<b>28,896</b>	<b>29,735</b>
<b>Less: Recharges within the Joint Strategic Committee</b>	<b>(3,343)</b>	<b>(3,419)</b>	<b>(3,419)</b>	<b>(3,419)</b>	<b>(3,419)</b>	<b>(3,419)</b>
<b>Net cost to be reallocated to the Councils</b>	<b>20,590</b>	<b>22,449</b>	<b>23,881</b>	<b>24,676</b>	<b>25,477</b>	<b>26,316</b>
Adur District Council	8,244	8,743	8,677	8,547	8,376	8,208
Worthing Borough Council	12,346	12,910	12,813	12,621	12,369	12,122
<b>Total income for services provided to the constituent councils</b>	<b>20,590</b>	<b>21,653</b>	<b>21,490</b>	<b>21,168</b>	<b>20,745</b>	<b>20,330</b>
<b>(Surplus) / Shortfall in Resources</b>	<b>-</b>	<b>796</b>	<b>2,391</b>	<b>3,508</b>	<b>4,732</b>	<b>5,986</b>
<b>Savings agreed in December</b>						
As per main budget report		591	591	591	591	591
Restructure - 'Getting in shape'		101	101	101	101	101
<b>Savings agreed in January</b>						
Closure of the TIC		104	104	104	104	104
<b>Total savings identified</b>		<b>796</b>	<b>796</b>	<b>796</b>	<b>796</b>	<b>796</b>
<b>Savings still to be found/ (surplus)</b>		<b>-</b>	<b>1,595</b>	<b>2,712</b>	<b>3,936</b>	<b>5,190</b>
<b>Savings required in each year</b>		<b>-</b>	<b>1,595</b>	<b>1,117</b>	<b>1,224</b>	<b>1,254</b>

**JOINT:**  
**Revenue Budget Report**

APPENDIX 2

Non-Committed growth	When / Value?			2015/16			
	2015/16	2016/17	Beyond	Adur	Adur - HRA	Worthing	Total
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b><u>ECONOMY DIRECTORATE</u></b>							
<b><u>Major Projects Team</u></b>							
Three new major project managers to help design and deliver our major infrastructure projects	90.0						
<b>Less:</b> Contribution from WSCC	-35.0						
Net cost of new team	55.0	145.0	145.0	27.5		27.5	55.0
<b><i>Benefit/deliverables (outputs, impact on financial savings)</i></b>							
If we delivered our 15 major regeneration projects we would create 136,000m2 of business land, create 5,000 new jobs, 1,000 jobs in construction and safeguard a further 1,300 jobs. In the same period if we built the 7,000 new homes planned for in our emerging Local Plans in the next 10 years, we could generate an additional £9m-£10m in council tax revenue for the authorities.							
<b><i>Implication of unsuccessful bid</i></b>							
Progress on large projects has been slow in recent years due to a lack of resources to take these initiatives forward. There is an opportunity to move the projects forward in the current economic climate which may be lost if we do not invest at this stage.							

**APPENDIX 2**

Non-Committed growth	When / Value?			2015/16			
	2015/16	2016/17	Beyond	Adur	Adur - HRA	Worthing	Total
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b><u>CHIEF EXECUTIVE</u></b>							
<p><b><i>Organisational Development</i></b>                      To provide funding for three streams of work:                      i) The essential development of the new Operational Leadership Group (OLG) which will encompass both personal and group development to help the new staff to step up to the new leadership roles.                      ii) To deliver talent management approach (initially with GSK) to provide accelerated development to key high potential staff in the organisation.                      iii) Improving our Digital competence.</p>	35.0	35.0	35.0	14.0		21.0	35.0
	90.0	180.0	180.0	41.5	0.0	48.5	90.0

**JOINT SERVICE BLOCK ACTIVITY RECHARGED  
TO ADUR AND WORTHING COUNCILS**



**APPENDIX 3**

SERVICE BLOCKS	ESTIMATE 2014/15	ESTIMATE 2015/16
	£	£
Chief Executive, Organisation Development & Communications	886,600	866,790
Director for Communities	5,300,780	5,855,190
Director for Customer Services	5,766,410	6,005,180
Director for Digital & Resources	8,822,510	8,794,200
Director for the Economy	3,157,030	3,281,210
<b>TOTAL SERVICES</b>	23,933,330	24,802,570
<b>ALLOCATION OF COSTS</b>		
Recharged to other joint services	(3,343,530)	(3,148,890)
	20,589,800	21,653,680
Adur District Council	(8,243,940)	(8,774,820)
Worthing Borough Council	(12,345,860)	(12,878,860)
<b>TOTAL SERVICE BLOCK ALLOCATIONS</b>	<b>(20,589,800)</b>	<b>(21,653,680)</b>

**JOINT SUMMARY SERVICE BLOCK:**  
**Chief Executive, Organisation and Development  
and Communications**



SERVICE	ESTIMATE 2014/2015	ESTIMATE 2015/2016
	£	£
<b>Chief Executive Officer</b> Chief Executive Office	185,680	197,530
	<b>185,680</b>	<b>197,530</b>
<b>Head of Organisation and Development</b> Head of Organisation and Development Office Organisational Development	- 253,560	135,550 170,610
	<b>253,560</b>	<b>306,160</b>
<b>Head of Communications</b> Head of Communications - Office Policy and Consultation Communications	- 250,680 196,680	64,690 109,550 188,860
	<b>447,360</b>	<b>363,100</b>
<b>TOTAL FOR CEO, OD AND COMMUNICATIONS</b>	<b>886,600</b>	<b>866,790</b>
<b>ALLOCATION OF COSTS</b>		
Recharged to other joint services	133,850	232,660
Adur District Council	334,360	296,980
Worthing Borough Council	418,390	321,860
South Downs Leisure Trust	-	15,290
	<b>886,600</b>	<b>866,790</b>

**JOINT VARIATIONS SERVICE BLOCK:**  
**Chief Executive, Organisation & Development and**  
**Communications Directorate**

DETAILS OF CHANGES SINCE THE ORIGINAL BUDGET 2014/2015	ESTIMATE 2015/2016
	£
<b>ORIGINAL ESTIMATE 2014/2015</b>	886,600
<b>INFLATION</b>	37,190
<b>APPROVED VARIATIONS REPORTED TO JOINT COMMITTEE</b>	
<b>Committed Growth</b>	
Potential growth from regrading	10,000
<b>Agreed Savings</b>	
Communications Team - Net reduction in hours	(10,000)
Communications Advertising income	(9,000)
<b>BUDGET TRANSFERS</b>	
Changes in allocation of recharge from other services	(48,000)
Other minor transfers	-
<b>APPROVED ESTIMATE 2015/2016</b>	<b>866,790</b>

**JOINT - CHIEF EXECUTIVE, ORGANISATION & DEVELOPMENT AND COMMUNICATION DIRECTORATE 2015/2016 -  
SUBJECTIVE ANALYSIS**



SERVICE / ACTIVITY	Employees	Premises	Transport	Supplies & Services	Third Party	Income	Service Controlled Budget	Direct Recharges	Support	TOTAL BUDGET
	£	£	£	£	£	£	£	£	£	£
<b>CHIEF EXECUTIVE</b>										
Chief Executive Office	174,350	-	1,020	6,920	-	-	182,290	1,870	13,370	197,530
<b>Head of Organisation &amp; Development</b>										
Head of Organisation and Development Office	126,440	-	-	-	-	-	126,440	1,040	8,070	135,550
Organisational Development	166,390	-	30	2,260	-	-	168,680	-	1,930	170,610
<b>Head of Communications</b>										
Head of Communications - Office	61,210	-	-	-	-	-	61,210	410	3,070	64,690
Policy and Consultation	80,660	-	150	5,380	-	-	86,190	3,240	20,120	109,550
Communications	132,480	-	240	40,430	-	(9,000)	164,150	5,640	19,070	188,860
<b>TOTAL COST</b>	<b>741,530</b>	<b>0</b>	<b>1,440</b>	<b>54,990</b>	<b>0</b>	<b>(9,000)</b>	<b>788,960</b>	<b>12,200</b>	<b>65,630</b>	<b>866,790</b>
<b>Percentage Direct Cost</b>	93%	0%	0%	7%	0%					

**JOINT SUMMARY SERVICE BLOCK:  
Communities Directorate**

SERVICE	ESTIMATE 2014/2015	ESTIMATE 2015/2016
	£	£
<b>DIRECTOR FOR COMMUNITIES</b>		
Director for Communities office	133,610	136,650
Leisure Support residual costs	25,330	17,620
	<b>158,940</b>	<b>154,270</b>
<b>HEAD OF HOUSING</b>		
Head of Housing	111,900	88,620
Housing	576,570	575,610
Environmental Health / Protection Team	652,280	672,370
Home Improvement Assistance	186,440	183,340
Housing Strategy	71,210	72,550
	<b>1,598,400</b>	<b>1,592,490</b>
<b>HEAD OF ENVIRONMENT</b>		
Head of Environment	99,700	79,830
Parks	991,090	1,524,910
Foreshores	181,660	174,580
Environmental Health	168,410	183,210
	<b>1,440,860</b>	<b>1,962,530</b>
<b>HEAD OF WELLBEING</b>		
Head of Wellbeing	-	79,880
Community Wellbeing	489,520	495,020
Community Safety	182,470	229,230
Environmental Health - Commercial	531,030	564,460
Environmental Health - Domestic	304,640	172,410
Licensing	274,230	289,940
Democratic Services	320,690	314,960
	<b>2,102,580</b>	<b>2,145,900</b>
<b>TOTAL FOR COMMUNITIES</b>	<b>5,300,780</b>	<b>5,855,190</b>
<b>ALLOCATION OF COSTS</b>		
Recharged to other joint services	-	26,290
Adur District Council	2,111,340	2,376,830
Worthing Borough Council	3,189,440	3,435,740
South Downs Leisure Trust	-	16,330
	<b>5,300,780</b>	<b>5,855,190</b>

DETAILS OF CHANGES SINCE THE ORIGINAL BUDGET 2014/2015	ESTIMATE 2015/2016
	£
<b>ORIGINAL ESTIMATE 2014/2015</b>	5,300,780
<b>CHANGES TO BASE</b>	
Virements	(174,870)
Joint transfers	601,000
<b>INFLATION</b>	168,100
<b>APPROVED VARIATIONS REPORTED TO JOINT COMMITTEE</b>	
<b>Committed Growth</b>	
Environmental Health - New post for a Dog Warden	5,200
Parks - Net impact of staff restructure	6,100
<b>Compensatory Savings</b>	
<b>Agreed Savings</b>	
Environmental Health - Getting in Shape restructure	(76,800)
Community Wellbeing - Getting in Shape restructure	3,080
Parks management - Getting in Shape restructure	(69,280)
Head of Environment - Getting in Shape restructure	79,870
Head of Housing - Getting in Shape restructure	6,950
Democratic Services - impact of electronic agendas and a base budget review	(8,000)
Environmental Health - Rationalisation of administration staff	(36,500)
Community Safety - Net impact of secondment of Community Safety Manager to West Sussex County Council	(8,000)
Community Wellbeing - base budget review & deletion of unused budgets	(10,440)
Dog Wardens - Cease use of Council vehicles for staff to commute to work	(500)
Further Grounds maintenance savings arising from rationalisation of Parks Attendants	(32,000)
Deletion of the vacant post of Housing Assessment and Allocations Manager.	(42,400)
Review the remaining management posts, reinvesting any unallocated budget to front line.	
<b>BUDGET TRANSFERS</b>	
<b>Changes in allocation of recharge from other services</b>	142,900
<b>Other minor transfers</b>	
<b>APPROVED ESTIMATE 2015/2016</b>	<b>5,855,190</b>

**JOINT - DIRECTOR FOR COMMUNITIES 2015/2016 - SUBJECTIVE ANALYSIS**

SERVICE / ACTIVITY	Employees	Direct Recharges	Premises	Transport	Supplies & Services	Third Party	Income	Service Controlled Budget	Support	TOTAL BUDGET
	£		£	£	£	£	£	£	£	£
<b>DIRECTOR OF COMMUNITIES</b>										
Director of Communities Office	123,060	2,800	-	-	4,920	-	-	130,780	5,870	136,650
Leisure Support	9,230	2,490	-	300	2,580	-	-	14,600	3,020	17,620
<b>Head of Housing</b>										
Head of Housing	86,820	1,800	-	-	-	-	-	88,620	-	88,620
Housing	671,790	6,440	-	10,000	8,290	-	(190,600)	505,920	69,690	575,610
Environmental Health - Domestic	578,430	4,140	-	11,610	2,710	-	-	596,890	75,480	672,370
Home Improvement Assistance	147,220	3,690	-	2,080	2,220	-	-	155,210	28,130	183,340
Housing Strategy	53,350	410	-	730	12,180	-	-	66,670	5,880	72,550
<b>Head of Environment</b>										
Head of Environment	79,870	-	-	-	-	-	-	79,870	(40)	79,830
Parks	1,591,800	10,620	-	342,390	244,660	-	(769,100)	1,420,370	104,540	1,524,910
Foreshores	171,080	-	-	-	-	-	(5,100)	165,980	8,600	174,580
Environmental Health	180,280	-	510	22,780	26,320	-	(53,980)	175,910	7,300	183,210
<b>Head of Wellbeing</b>										
Head of Wellbeing	79,880	-	-	-	-	-	-	79,880	-	79,880
Community Wellbeing	794,470	36,100	-	3,520	37,260	-	(474,240)	397,110	97,910	495,020
Community Safety	193,610	10,800	-	2,030	5,420	-	(42,830)	169,030	60,200	229,230
Environmental Health- Commercial	439,710	4,140	-	8,200	36,940	-	-	488,990	75,470	564,460
Environmental Health- Domestic	113,670	5,780	-	5,170	12,060	-	-	136,680	35,730	172,410
Licensing	231,480	2,490	-	4,430	5,110	-	-	243,510	46,430	289,940
Democratic Services	255,060	5,190	-	170	19,480	-	-	279,900	35,060	314,960
<b>TOTAL COST</b>	<b>5,800,810</b>	<b>96,890</b>	<b>510</b>	<b>413,410</b>	<b>420,150</b>	<b>0</b>	<b>(1,535,850)</b>	<b>5,195,920</b>	<b>659,270</b>	<b>5,855,190</b>
<b>Percentage Direct Cost</b>	86%	1%	0%	6%	6%	0%				

**JOINT SUMMARY SERVICE BLOCK:**  
**Customer Services Directorate**

SERVICE	ESTIMATE 2014/2015	ESTIMATE 2015/2016
	£	£
<b>DIRECTOR OF CUSTOMER SERVICES</b>		
Director for Customer Services office	-	170,780
<b>Head of Waste &amp; Cleansing</b>		
Waste Management	321,940	345,800
Commerce Way Depot	112,430	106,790
Clinical Waste Collection	(2,670)	(6,180)
Recycling	(672,310)	(723,580)
Refuse Collection	1,661,060	1,669,410
Street Sweeping & Cleansing	1,538,540	1,478,490
Trade Refuse Collection	428,980	425,490
Vehicle Workshop	580,960	610,030
Graffiti: Visual Quality Initiative	41,800	23,310
Waste Strategy	243,710	284,680
	<b>4,254,440</b>	<b>4,214,240</b>
<b>Less:</b> Vehicle Works Trading Account - recharged to services per job	(581,630)	(600,920)
<b>Head of Customer Services</b>		
Customer Services	1,090,770	1,085,770
Elections	184,450	200,830
	<b>1,275,220</b>	<b>1,286,600</b>
<b>Head of Revenues &amp; Benefits</b>		
Head of Revenues & Benefits	-	66,560
	-	<b>66,560</b>
<b>Head of Building Control &amp; Land Charges</b>		
Building Control	688,650	688,490
LLPG	-	45,920
Land Charges	129,730	133,510
	<b>818,380</b>	<b>867,920</b>
<b>TOTAL for CUSTOMER SERVICES</b>	<b>5,766,410</b>	<b>6,005,180</b>
<b>ALLOCATION OF COSTS</b>		
Recharged to other joint services	54,630	302,020
Adur District Council	2,263,880	2,259,730
Worthing Borough Council	3,447,900	3,443,430
	<b>5,766,410</b>	<b>6,005,180</b>

DETAILS OF CHANGES SINCE THE ORIGINAL BUDGET 2014/2015	ESTIMATE 2015/2016
<b>ORIGINAL ESTIMATE 2014/2015</b>	£ 5,766,410
<b>CHANGES TO BASE</b>	
Budget transfer from Worthing - Revenues & Benefits	55,270
Virements in	212,780
<b>INFLATION</b>	161,930
<b>APPROVED VARIATIONS REPORTED TO JOINT COMMITTEE</b>	
<b>Compensatory Savings</b>	
Net impact of the 'Getting in Shape' restructure	92,210
<b>Agreed Savings</b>	
Building Control - Income from fire risk assessments	(4,000)
Customer Services - Restructuring of team and deletion of vacant posts	(41,000)
Graffiti - Rationalisation of service	(20,500)
Recycling - Improved take up of garden waste service	(22,000)
Recycling - Increase price of Garden Waste bin from £60.00 to £62.01	(18,600)
Recycling - Increase the price of garden sacks from £0.70 to £0.75	(9,000)
Street Cleansing- Rationalisation of service	(93,600)
Street Cleansing - Increase income from external work	(10,000)
Waste Collection - Base budget review of clothing budgets	(8,000)
Waste Collection - Fall in fuel costs	(40,000)
<b>BUDGET TRANSFERS</b>	
<b>Changes in allocation of recharge from other services</b>	(16,720)
<b>Other minor transfers</b>	
<b>APPROVED ESTIMATE 2015/2016</b>	<b>6,005,180</b>

**JOINT - CUSTOMER SERVICES DIRECTORATE 2015/2016 - SUBJECTIVE ANALYSIS**

SERVICE / ACTIVITY	Employees	Premises	Transport	Supplies & Services	Third Party	Income	Service Controlled Budget	Direct Recharges	Support	TOTAL BUDGET
	£	£	£	£	£	£	£		£	£
<b>DIRECTOR OF CUSTOMER SERVICES</b>										
Director for Customer Services office	156,430	-	640	6,300	-	(10)	163,360	1,600	5,820	170,780
<b>Head of Waste &amp; Cleansing</b>										
Waste Management	285,440	100	4,590	25,610	-	(18,260)	297,480	17,500	30,820	345,800
Commerce Way Depot	-	137,110	60	10,920	-	(56,600)	91,490	13,770	1,530	106,790
Clinical Waste Collection	25,070	-	7,480	11,370	-	(51,150)	(7,230)	-	1,050	(6,180)
Recycling	661,470	7,850	189,120	111,450	-	(1,780,910)	(811,020)	8,210	79,230	(723,580)
Refuse Collection	1,261,470	13,180	383,920	27,720	50	(88,170)	1,598,170	-	71,240	1,669,410
Street Sweeping & Cleansing	1,125,540	6,770	262,650	49,830	(10)	(48,120)	1,396,660	10,530	71,300	1,478,490
Trade Refuse Collection	262,040	-	103,840	26,620	-	(4,910)	387,590	2,000	35,900	425,490
Vehicle Workshop	288,680	1,000	9,140	321,490	-	(32,590)	587,720	630	21,680	610,030
Graffiti: Visual Quality Initiative	25,570	-	6,530	8,670	-	(19,540)	21,230	-	2,080	23,310
Waste Strategy	226,330	-	12,210	-	-	-	238,540	2,490	43,650	284,680
<b>Less:</b> Vehicle Works Trading Account - recharged to services per job	-	-	-	-	-	(600,920)	(600,920)	-	-	(600,920)
<b>Head of Customer Services</b>										
Customer Services	854,550	-	50	13,330	-	-	867,930	14,180	203,660	1,085,770
Elections	149,170	-	490	2,080	-	-	151,740	3,950	45,140	200,830
<b>Head of Revenues &amp; Benefits</b>										
Head of Revenues & Benefits	66,560	-	-	-	-	-	66,560	-	-	66,560
<b>Head of Building Control &amp; Land Charges</b>										
Building Control	548,890	2,790	11,130	45,430	-	(4,000)	604,240	12,300	71,950	688,490
LLPG	70,160	-	500	15,560	-	(40,300)	45,920	-	-	45,920
Land Charges	100,490	-	-	3,620	-	-	104,110	6,180	23,220	133,510
<b>TOTAL COST</b>	<b>6,107,860</b>	<b>168,800</b>	<b>992,350</b>	<b>680,000</b>	<b>40</b>	<b>(2,745,480)</b>	<b>5,203,570</b>		<b>708,270</b>	<b>6,005,180</b>
<b>Percentage Direct Cost</b>	<b>77%</b>	<b>2%</b>	<b>12%</b>	<b>9%</b>	<b>0%</b>					

**JOINT SUMMARY SERVICE BLOCK:**  
**Digital and Resources Directorate**

SERVICE	ESTIMATE 2014/2015	ESTIMATE 2015/2016
	£	£
<b>DIRECTOR FOR DIGITAL AND RESOURCES</b>		
Director for Digital and Resources office	-	133,110
	-	<b>133,110</b>
<b>Head of Finance</b>		
Head of Finance office	148,860	145,560
Management, Technical and Strategic Accounting	1,012,150	1,208,400
Exchequer and Fraud	852,210	813,080
Internal Audit	23,720	24,190
	<b>2,036,940</b>	<b>2,191,230</b>
<b>Head of Legal Services</b>		
Legal Services	1,127,530	1,060,390
	<b>1,127,530</b>	<b>1,060,390</b>
<b>Head of Digital and Design</b>		
Head of Digital and Design	102,640	96,220
ICT, Systems Support and Development Team	1,417,260	1,548,590
Business Support	164,270	285,640
Performance and Scrutiny	-	-
	<b>1,684,170</b>	<b>1,930,450</b>
<b>Head of Human Resources</b>		
Human Resources	459,990	493,320
	<b>459,990</b>	<b>493,320</b>
<b>Head of Business and Technical Services</b>		
Head of Business and Technical Services	121,420	81,110
Business Services	1,158,960	545,170
Engineers	528,560	546,570
Surveyors and Sustainability	470,690	914,810
Facilities - Admin Buildings	1,234,870	742,340
Centralised Costs	(620)	83,820
GIS	-	71,880
	<b>3,513,880</b>	<b>2,985,700</b>
<b>TOTAL for DIGITAL AND RESOURCES</b>	<b>8,822,510</b>	<b>8,794,200</b>
<b>ALLOCATION OF COSTS</b>		
Recharged to other joint services	2,855,500	2,587,920
Adur District Council	2,468,280	2,661,070
Worthing Borough Council	3,498,730	3,131,820
South Downs Leisure Trust	-	413,390
	<b>8,822,510</b>	<b>8,794,200</b>

DETAILS OF CHANGES SINCE THE ORIGINAL BUDGET 2014/2015	ESTIMATE 2015/2016
	£
<b>ORIGINAL ESTIMATE 2014/2015</b>	8,822,510
<b>CHANGES TO BASE</b>	
Joint transfers	129,340
<b>INFLATION</b>	152,370
<b>APPROVED VARIATIONS REPORTED TO JOINT COMMITTEE</b>	
<b>Committed Growth</b>	
Impact of job evaluation	75,600
Citrix Support	27,000
<b>Compensatory Savings</b>	
Net impact of the 'Getting in Shape' restructure	(14,300)
<b>Agreed Savings</b>	
Restructure of Financial Services	(29,700)
Base budget reviews	(48,200)
Rationalisation of administration staff	(17,500)
Deletion of unused agency staffing budget	(38,800)
Net additional income from staff car parking	(10,300)
Increased income from letting of space in Portland House	(4,300)
Business Support Unit - deletion of vacant post	(13,900)
<b>BUDGET TRANSFERS</b>	
<b>Changes in allocation of recharge from other services</b>	(235,620)
<b>Other minor transfers</b>	
<b>APPROVED ESTIMATE 2015/2016</b>	<b>8,794,200</b>

**JOINT - DIGITAL AND RESOURCES DIRECTORATE 2015/2016 - SUBJECTIVE ANALYSIS**

SERVICE / ACTIVITY	Employees	Premises	Transport	Supplies & Services	Third Party	Income	Service Controlled Budget	Direct Recharges	Support	TOTAL BUDGET
	£	£	£	£	£	£	£		£	£
<b>DIRECTOR FOR DIGITAL AND RESOURCES</b>										
Director Office	122,170	-	640	6,300	-	(10)	129,100	970	3,040	133,110
<b>Head of Finance</b>										
Head of Finance office	121,960	-	530	5,970	-	(30)	128,430	5,480	11,650	145,560
Management, Technical and Strategic Accounting	1,003,340	-	620	50,480	-	(28,580)	1,025,860	15,270	167,270	1,208,400
Exchequer and Fraud	562,170	-	90	63,630	-	(19,020)	606,870	15,700	190,510	813,080
Internal Audit	-	-	-	24,190	-	-	24,190	-	-	24,190
<b>Head of Legal Services</b>										
Legal Services	880,300	-	3,650	53,510	-	(32,450)	905,010	11,510	143,870	1,060,390
<b>Head of Digital and Design</b>										
Head of Digital and Design	88,920	-	-	70	-	-	88,990	590	6,640	96,220
ICT, Systems Support and Development Team	304,930	-	500	35,050	1,164,620	-	1,505,100	10,610	32,880	1,548,590
Business Support	230,040	-	-	-	-	(2,120)	227,920	5,330	52,390	285,640
Performance and Scrutiny	-	-	-	-	-	-	0	-	-	0
<b>Head of Human Resources</b>										
Human Resources	389,240	-	2,360	16,520	-	-	408,120	8,200	77,000	493,320
<b>Head of Business and Technical Services</b>										
Head of Business and Technical Services	79,870	-	-	-	-	-	79,870	-	1,240	81,110
Business Services	479,770	130	4,470	72,640	-	(110,820)	446,190	20,240	78,740	545,170
Engineers	501,170	-	7,680	16,540	-	(47,740)	477,650	3,510	65,410	546,570
Surveyors	816,480	-	5,140	21,430	-	-	843,050	28,960	42,800	914,810
Facilities - Admin Buildings	-	556,540	-	27,130	-	(52,790)	530,880	5,340	206,120	742,340
GIS	-	-	-	383,610	-	(302,770)	80,840	2,980	-	83,820
Centralised Costs	39,840	-	500	31,540	-	-	71,880	-	-	71,880
<b>TOTAL COST</b>	<b>5,620,200</b>	<b>556,670</b>	<b>26,180</b>	<b>808,610</b>	<b>1,164,620</b>	<b>(596,330)</b>	<b>7,579,950</b>		<b>1,079,560</b>	<b>8,794,200</b>
<b>Percentage Direct Cost</b>	<b>69%</b>	<b>7%</b>	<b>0%</b>	<b>10%</b>	<b>14%</b>					

**JOINT SUMMARY SERVICE BLOCK:**  
**Economy Directorate**

SERVICE	ESTIMATE 2014/2015	ESTIMATE 2015/2016
	£	£
<b>DIRECTOR FOR ECONOMY</b>		
Director of Economy Office	162,490	174,210
<b>Growth</b>		
Head of Growth	105,680	106,970
Regeneration	495,670	468,470
Planning Policy	389,910	374,170
Estates	367,950	421,650
Car Parking	278,340	296,750
Development Control	1,234,150	1,248,500
	<b>2,871,700</b>	<b>2,916,510</b>
<b>Place &amp; Investment</b>		
Head of Place & Investment	-	79,870
<b>Culture</b>		
Head of Culture	-	87,820
Tourism	122,840	22,800
	<b>122,840</b>	<b>110,620</b>
<b>TOTAL for ECONOMY</b>	<b>3,157,030</b>	<b>3,281,210</b>
<b>ALLOCATION OF COSTS</b>		
Recharged to other joint services	-	-
Adur District Council	1,201,630	1,180,210
Worthing Borough Council	1,955,400	2,101,000
	<b>3,157,030</b>	<b>3,281,210</b>

DETAILS OF CHANGES SINCE THE ORIGINAL BUDGET 2014/2015	ESTIMATE 2015/2016
	£
<b>ORIGINAL ESTIMATE 2014/2015</b>	3,157,030
<b>CHANGES TO BASE</b>	
Virements	26,760
Joint transfers	204,620
<b>INFLATION</b>	102,830
<b>APPROVED VARIATIONS REPORTED TO JOINT COMMITTEE</b>	
<b>Committed Growth</b>	
Estates - Impact of Job Evaluation	45,000
Car Parks - Impact of Job Evaluation	-
<b>Agreed Savings</b>	
Development Control - Review of Street Naming & Numbering Team	(35,000)
Regeneration - Getting in Shape restructure	(76,800)
Planning Policy - more effective procurement of specialist advice & Getting in Shape restructure	(33,580)
Car Parking - Getting in Shape restructure	(59,790)
Place & Investment - Getting in Shape restructure	79,870
Culture - Getting in Shape restructure	(137,540)
<b>BUDGET TRANSFERS</b>	
<b>Changes in allocation of recharge from other services</b>	7,810
<b>Other minor transfers</b>	
<b>APPROVED ESTIMATE 2015/2016</b>	<b>3,281,210</b>

**JOINT ECONOMY DIRECTORATE 2015/2016 - SUBJECTIVE ANALYSIS**

SERVICE / ACTIVITY	Employees	Direct Recharges	Premises	Transport	Supplies & Services	Third Party	Income	Service Controlled Budget	Support	TOTAL BUDGET
	£		£	£	£	£	£	£	£	£
<b>DIRECTOR OF ECONOMY</b>										
Director of Economy Office	159,120	1,640	-	100	1,530	-	-	162,390	11,820	174,210
<b>Growth</b>										
Head of Growth	94,630	1,280	-	500	3,960	-	-	100,370	6,600	106,970
Regeneration	385,630	5,330	-	6,000	12,100	-	-	409,060	59,410	468,470
Planning Policy	312,770	3,100	-	4,460	2,860	-	470	323,660	50,510	374,170
Estates	365,220	1,860	-	3,440	14,070	-	-	384,590	37,060	421,650
Car Parking	187,360	5,380	-	-	-	-	-	192,740	104,010	296,750
Development Control	965,960	20,540	-	5,300	75,640	-	-	1,067,440	181,060	1,248,500
<b>Place &amp; Investment</b>										
Head of Place & Investment	79,870	-	-	-	-	-	-	79,870	-	79,870
<b>Culture</b>										
Head of Culture	87,820	-	-	-	-	-	-	87,820	-	87,820
Tourism	3,060	3,120	-	140	2,900	-	-	9,220	13,580	22,800
<b>TOTAL COST</b>	<b>2,641,440</b>	<b>42,250</b>	<b>0</b>	<b>19,940</b>	<b>113,060</b>	<b>0</b>	<b>470</b>	<b>2,817,160</b>	<b>464,050</b>	<b>3,281,210</b>
<b>Percentage Direct Cost</b>	<b>94%</b>	<b>1%</b>	<b>0%</b>	<b>1%</b>	<b>4%</b>	<b>0%</b>				





**ADUR DISTRICT COUNCIL OVERALL BUDGET ESTIMATES 2015/16 AND  
SETTING OF 2015/16 COUNCIL TAX**

**REPORT BY: DIRECTOR OF DIGITAL AND RESOURCES**

**1.0 SUMMARY**

1.1 This report represents the culmination of the annual budget exercise and asks members to consider the following:

- The final revenue estimates for 2015/16;
- An updated outline 5-year forecast; and
- The provisional level of Council Tax for 2015/16, prior to its submission to the Council for approval on the 19<sup>th</sup> February 2015. This will be subject to any proposals to change the draft revenue budget following the consideration of the budget proposals by Executive.

1.2 These budgets reflect the decisions taken by Members to date in relation to agreed savings proposals. The report also updates members about the impact of the draft 2015/16 settlement.

1.3 The major points raised within the report include:

- A full update on the impact of settlement. The Council should prepare itself for a continuation of the austerity measures for another 2-5 years (see paragraph 3.7) ;
- The Executive will need to consider whether to increase Council Tax by 1.5% or to freeze Council Tax for the fifth successive year and accept the Council Tax freeze grant (paragraph 5.12); and, finally
- The Executive needs to consider the new growth items in appendix 2

1.4 The budget is analysed by Executive Member portfolio. In addition, the draft estimates for 2015/16 have been prepared, as always, in accordance with the requirements of the Service Reporting Code of

## **1.0 SUMMARY**

Practice for Local Authorities 2015/16 (except in relation to pension costs adjustments that do not impact either on the Budget Requirement or the Council Tax Requirement).

- 1.5 The Police and Crime Commissioner has consulted on an increase to the Council Tax for 2015/16 of 1.98% and the proposed 2015/16 budget is due to be considered by the Sussex Police and Crime Panel (PCP) on 23<sup>rd</sup> January 2015. If the proposals are vetoed by the PCP, revised proposals will be considered by the Panel on the 20<sup>th</sup> February 2015 at which point the Commissioner will be in a position to confirm the Council Tax for 2015/16. If the proposals for the PCC's share of the Council Tax are not confirmed until 21<sup>st</sup> February, then the planned Council date of the 19<sup>th</sup> February will be rearranged to the 26<sup>th</sup> February 2015.
- 1.6 The precept for West Sussex County Council has not yet been finalised and will not be confirmed until 13<sup>th</sup> February 2015. Therefore the formal detailed resolution setting the overall Council Tax for next year will be presented direct to the Council Meeting on 19<sup>th</sup> February 2015.

## **2.0 BACKGROUND**

- 2.1 The outline forecast report to Joint Strategic Committee on 22<sup>nd</sup> July 2014 identified an initial likely budget shortfall of £456,000 for 2015/16. To meet this challenge the Council has:
1. Undergone a major restructure ('Getting in Shape') resulting in net savings of £78,000 per year for the two Councils;
  2. Embarked on a new digital strategy designed to lever in additional savings over the next three to five years; and
  3. Progressed the approved budget strategy designed to help meet this challenge through four major work streams:
    - Major Service Reviews
    - Efficiency Reviews
    - Base Budget Review
    - Strategic Procurement Review

## 2.0 BACKGROUND

2.2 The subsequent report to the Joint Strategic Committee, on 2<sup>nd</sup> December 2014 updated Members as to the latest budgetary information and the forecast shortfall was revised as follows:

ADUR DISTRICT COUNCIL	2015/ 2016	2016/ 2017	2017/ 2018	2018/ 2019	2019/ 2020
	£'000	£'000	£'000	£'000	£'000
Overall shortfall - July forecast	498	1,289	1,686	2,252	2,805
Overall shortfall – December forecast (including net approved growth)	306	1,108	1,511	2,064	2,623
Increase / (Decrease) in shortfall	-198	-181	-175	-188	-182

2.3 The 2015/16 savings proposals identified within the report for the Council amounted to £466,000. In addition, further savings of £52,000 have subsequently been identified and approved as follows:

- Savings from the restructure ('Getting in Shape') of £43,000
- Savings from the rationalisation of the tourism service £9,000

2.4 Since the meeting on 2<sup>nd</sup> December, the Adur District Council budget has been finalised and the last adjustments have been included subject to the final considerations about the level of Council Tax and any non-committed growth items. Overall, therefore, the current financial position of the Council for 2015/16 can be summarised as:

	£'000
<b>Original shortfall as identified in July</b>	<b>498</b>
<b>Changes identified in December 2014:</b>	
Impact of revised projection of New Homes Bonus for 2014/15	-104
Increased pay offer	20
Improved income from Council Tax due to an increase in the taxbase	-147
Net committed growth items identified by budget holders	139
Removal of contingency budget	-100
Budget shortfall as at 2 <sup>nd</sup> December 2014	306

**Budget shortfall carried forward**

## 2.0 BACKGROUND

	<b>£'000</b>
Budget shortfall as at 2 <sup>nd</sup> December 2014 brought forward	306
<b>Main changes to the revenue budget:</b>	
<b>Impact of Settlement:</b>	
Draft allocation of New Homes Bonus (overestimate of increase in housing numbers in December)	105
Final Revenue Support Grant and NNDR baseline funding is marginally lower than expected	4
<b>Changes to Council Tax :</b>	
Final estimate of Council Tax income based on updated forecast of the tax base	55
Estimated surplus on the Collection Fund	-156
<b>Changes in business rate forecasts :</b>	
Impact of increasing level of appeals	13
<b>Changes in treasury management forecasts :</b>	
Net impact of lower interest rates	60
Impact of slippage on the capital programme	-110
Mainstreaming of the financing cost of the new extension to the Shoreham Centre	70
<b>Other changes identified:</b>	
Reduced income from Commercial rents	67
Net other changes identified by budget holders	-6
<b>Revised budget shortfall</b>	<b>408</b>
<b>Less:</b> Net savings identified in December	-466
Savings identified in January	-52
Final adjustment to the allocation of the savings	48
<b>BUDGET SURPLUS TO BE PLACED IN RESERVES (BEFORE ANY FURTHER ACTION AGREED)</b>	<b>-62</b>

## 3.0 THE AUTUMN STATEMENT AND LOCAL GOVERNMENT FINANCE SETTLEMENT 2015/16

3.1 Local Government has seen an unparalleled reduction in funding over recent years. The Comprehensive Spending Review in 2010 detailed reductions in support of 28% in real terms over the four years 2011/12 – 2014/15.

**3.0 THE AUTUMN STATEMENT AND LOCAL GOVERNMENT FINANCE SETTLEMENT 2015/16**

<b>Local Government – Departmental Expenditure Limit (DEL)</b>					
<b>Departmental Expenditure Limit</b>	<b>£Billion</b>				
	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>
Overall Total	28.5	26.1	24.4	24.2	22.9
Formula Grant Element	28.0	25.0	23.4	23.2	21.9
Council Tax Freeze	0	0.7	0.7	0.7	0.7
Other	0.5	0.5	0.4	0.4	0.4
Annual percentage reduction in Formula Grant		10.7%	6.4%	0.9%	5.6%
Overall reduction in Formula Grant					21.8%
Nationally overall funding available for all Councils will fall by 28% over the 4 years					

3.2 This trend of reducing Government support was then further reinforced by the Comprehensive Spending Review announced on 26<sup>th</sup> June 2013 for 2014/15 and 2015/16

	<b>2014-15 (£bn)</b>	<b>2015-16 (£bn)</b>	<b>Cash reduction (-)/ increase</b>	<b>Real terms growth</b>
LG Resource DEL	25.6	23.5	-9.2%	-10.0%
Localised business rates	11.2	11.6	3.6%	1.7%
<b>Total Government Funding</b>	<b>36.8</b>	<b>35.1</b>	<b>-4.6%</b>	<b>-6.5%</b>

3.3 The review also announced that:

- 2011-12 and 2013-14 Council Tax freeze funding would be incorporated into Revenue Support Grant until at least 2015/16;
- a Council Tax freeze grant of 1% would be available for both 2014/15 and 2015/16;

### 3.0 THE AUTUMN STATEMENT AND LOCAL GOVERNMENT FINANCE SETTLEMENT 2015/16

- £300m to support the transformation of local services of which:
  - £200m was for an extension of Troubled Families programme to +400,000 families; and
  - £100m to enable efficiencies in service delivery.

These funding streams are subject to a bidding process

- 3.4 Consequently, Adur District Council has already seen a significant reduction in support from Central Government via Revenue Support Grant and, now, baseline funding:

Adur District Council	2010/11 (adjusted)	2011/12	2012/13	2013/14	2014/15	2015/16
	£m	£m	£m	£m	£m	£m
Revenue Support Grant and 'baseline funding' *	4.132	3.470	3.094	2.803	2.287	1.767
Council Tax Freeze Grant - now part of Revenue Support Grant		0.153	0.153	0.154	0.216	0.279
Homelessness grant				0.057	0.056	0.056
Council Tax Support Grant **				0.850	0.850	0.850
		3.623	3.247	3.864	3.409	2.952
Annual reduction in revenue support grant and		0.662	0.376	0.291	0.516	0.520
Annual percentage reduction		16.02%	10.84%	9.41%	16.68%	18.55%
Cumulative total			1.038	1.329	1.845	2.365
			25.12%	32.16%	44.65%	68.16%

\* Excluding various Council Tax Freeze grants which have been consolidated into the total; and Council Tax Support Grant of £850k and homelessness grant of £57k which formed part of government funding in 2013/14.

\*\* The Council Tax Support Grant formed part of Revenue Support Grant and Baseline Funding from 2014/15 onwards.

**3.0 THE AUTUMN STATEMENT AND LOCAL GOVERNMENT FINANCE SETTLEMENT 2015/16**

- 3.5 The Autumn Statement has confirmed that the trend of reducing funding for the public sector will continue for at least another two years:

*'We have a choice – we can ease up, or we can continue with our plans.*

*Our policy of continuing the spending cuts in the first 2 full years of the next Parliament, at the same pace as we achieved in this Parliament, now produces £4 billion less spending.....*

*..... I do not hide from the House that in the coming years there are going to have to be very substantial savings in public spending.'*

**Chancellor of the Exchequer George Osborne,  
The Autumn Statement 2014**

- 3.6 However, importantly, there were no additional cuts for Local Government in 2015/16 which had been feared by some commentators ahead of the budget announcements. Nevertheless, the Chancellor did announce a fundamental review of business rates which may have far reaching consequences for rate retention scheme in 2017/18 and may impact on the City Deals.

- 3.7 The settlement was announced on the 18<sup>th</sup> December 2015. The tenor of the statement reinforced the messages from the Chancellor:

*'This government inherited the largest deficit in post-war history. Thanks to this government's long-term economic plan – that deficit is falling, the economy is growing and employment is at a record high. This government is putting our public finances back on track. Local government – like every part of the public sector – has made a significant contribution to this.*

*However, the job is not done. As my hon. friend, the Chancellor of the Exchequer has indicated to the House, in the coming years, very substantial savings must be made in public spending. The government continues to need to take difficult decisions to put the public finances on a sustainable path.*

**Local Government Minister Kris Hopkins  
Provisional local government finance settlement 2015 to 2016**

Consequently, the Council must prepare itself for continuing reductions in funding from Central Government.

### 3.0 THE AUTUMN STATEMENT AND LOCAL GOVERNMENT FINANCE SETTLEMENT 2015/16

3.8 The settlement announced contained few surprises and confirmed that there would be no further reduction in Local Government funding for 2015/16. The settlement included the following highlights:

- The referendum limit will again be 2.0% for all authorities, with the freeze grant offer confirmed as 1% of the enhanced taxbase, which includes a full reimbursement for those receiving council tax support.
- The minister highlighted the large increase in parish precepts over the Parliament (15%), but said nothing to suggest that action from DCLG is imminent. If anything any action is going to be taken it will almost certainly focus on the larger town and parish councils.
- Additional funding was announced for rural councils which has been increased by £4m to £15.5m
- The increase in the business rates will be 1.91% which will result in a multiplier of 48.0p rather than 48.2p. However Councils will be compensated for the lost income via a S31 grant.
- Overall grants for the administration of Council Tax Support and Housing Benefit have reduced quite sharply from £363m to 329m. An overall reduction of 9%.

3.9 In overall terms, the settlement revealed that District and Borough Councils were the most heavily affected class of authority by an overall cut in funding of 15.34%.

#### YEAR-ON-YEAR CHANGE FOR THE 2015/16 SETTLEMENT

Class of Local Authority	2014-15	2015-16	Overall Reduction in funding
	Adjusted settlement funding	Settlement funding	
	£million	£million	%
England	24,127.89	20,823.18	-13.70%
London Area	5,553.06	4,888.18	-11.97%
Metropolitan Areas	6,490.46	5,524.46	-14.88%
Shire Areas	12,081.05	10,407.24	-13.85%
Isles of Scilly	3.32	3.30	-0.42%

Continued over page

### 3.0 THE AUTUMN STATEMENT AND LOCAL GOVERNMENT FINANCE SETTLEMENT 2015/16

#### YEAR-ON-YEAR CHANGE FOR THE 2015/16 SETTLEMENT

Class of Local Authority	2014-15	2015-16	Overall Reduction in funding
	Adjusted settlement funding	Settlement funding	
	£million	£million	%
<b>London Area</b>			
London Boroughs	4,440.04	3,779.96	-14.87%
GLA – excluding the Police element	1,113.02	1,108.22	-0.43%
<b>Metropolitan Areas</b>			
Metropolitan Districts	6,201.55	5,260.60	-15.17%
Metropolitan Fire Authorities	288.91	263.86	-8.67%
<b>Shire Areas</b>			
Shire unitaries with fire	428.26	365.81	-14.58%
Shire unitaries without fire	4,580.04	3,907.65	-14.68%
Shire counties with fire	2,243.80	1,958.11	-12.73%
Shire counties without fire	3,274.46	2,827.96	-13.64%
<b>Shire districts</b>	<b>1,094.05</b>	<b>926.25</b>	<b>-15.34%</b>
Combined fire authorities	460.43	421.46	-8.46%

3.10 It should be appreciated that unlike the previous funding system which redistributed funding according to changing needs, under the current system changes in funding are equally applied to all authorities within each tier.

3.11 Members should be aware that the settlement figures quoted above are provisional only. The consultation period ended on 15<sup>th</sup> January 2015 with final settlement expected in early February 2015.

3.12 It is unlikely that there will be any significant change at this late stage. If there are any significant changes arising from the final information members will be briefed before Council.

3.13 The local government finance settlement now effectively deals with 4 different matters which affect local government funding and the Council needs to fully understand when setting the 2015/16 budget. These can be broken down into 4 topics, which are dealt with in more detail below:

1. Overall Government Funding
2. Business Rate Retention Scheme

### 3.0 THE AUTUMN STATEMENT AND LOCAL GOVERNMENT FINANCE SETTLEMENT 2015/16

3. New Homes Bonus
4. Council Tax referendum

#### 3.14 Overall Government Funding

The total overall funding to the Council has reduced by 11.9%. The total funding from Government is then split into two components:

1. Baseline Funding
2. Revenue Support Grant

This split is based on a national calculation which has determined that the Baseline Funding will be 46.17% of the total funding. For Adur this means that the overall funding will be split as follows:

Adur District Council	2014/15	2015/16	Difference	
	£'000	£'000	£'000	%
Overall funding	3,409	2,952*	-457	-13.41%
Split as follows:				
Baseline Funding **	1,574	1,603	29	+1.84%
Revenue Support Grant	1,835	1,348	-487	-26.54%

\* From 2015/16 onwards, revenue support grant includes the 2014/15 Council Tax freeze grant of £63,000.

\*\* Minimum business rates income retained provided target business rate income is met.

#### 3.15 Business Rate Retention Scheme

3.15.1 The business rate retention scheme has now been in place for two years. There are two key features which members are reminded of

- There is a 'safety net' in place for any Council whose actual business rates income falls short of the target income for business rates. The safety net arrangements will be of 7.5% of Baseline Funding which is equivalent to a maximum below baseline funding of £120,292.
- A 'levy' is in place for any Council whose business rates exceed the target set. The levy will mean that the Council can keep 50p of every additional £1 generated over it's share of the business rate target.

### 3.0 THE AUTUMN STATEMENT AND LOCAL GOVERNMENT FINANCE SETTLEMENT 2015/16

#### 3.15 Business Rate Retention Scheme

- For each additional £100,000 raised the Council will keep the following amounts:

	Share of additional income	Additional Levy paid to Treasury	Kept locally
	£'000	£'000	£'000
HM Treasury	50		
County Council	10	5	5
Borough Council	40	20	20
	<b>100</b>	<b>25</b>	<b>25</b>

3.15.2 The forecast for business rates has now been revised for the latest information on appeals, reliefs and changes to rateable values. Overall there has been a marginal deterioration in the level of expected income due to the impact of appeals:

Adur District Council	2015/16	2016/17	2017/18	2018/19	2019/20
	£'000	£'000	£'000	£'000	£'000
Total business rate income	21,214	21,741	22,268	22,839	23,410
Less: Business rate reliefs awarded	-3,068	-3,145	-3,224	-3,304	-3,387
Net business rate income	18,146	18,596	19,044	19,535	20,023
<b>Less:</b>					
Write offs	-171	-175	-180	-185	-190
Appeals	-256	-263	-269	-276	-283
Net income	17,719	18,158	18,595	19,074	19,550
<b>Less:</b> Share of income paid to Council for administration costs	-88	-90	-93	-95	-97
Net income for purpose of income share calculation	17,631	18,068	18,502	18,979	19,453
Council share of income (40%)	7,052	7,227	7,401	7,592	7,781
Less: Tariff	-5,160	-5,289	-5,421	-5,557	-5,696
Retained business rates	1,892	1,938	1,980	2,035	2,085
<b>Add :</b> S151 grants paid directly to the General Fund	415	425	436	447	458
Total income eligible for levy / safety net calculation	2,307	2,363	2,416	2,482	2,543

### 3.0 THE AUTUMN STATEMENT AND LOCAL GOVERNMENT FINANCE SETTLEMENT 2015/16

#### 3.15 Business Rate Retention Scheme

Adur District Council	2015/16	2016/17	2017/18	2018/19	2019/20
	£'000	£'000	£'000	£'000	£'000
Total income eligible for levy / safety net calculation b/fwd	2,307	2,363	2,416	2,482	2,543
Baseline funding	-1,603	-1,643	-1,685	-1,727	-1,770
Surplus / (deficit) business rates	704	720	731	755	773
Less: Levy @ 50%	-352	-360	-366	-378	-386
Additional retained business rates	352	360	365	377	387
Share of estimated 2014/15 deficit	-121	0	0	0	0
Estimated surplus / deficit (-)	231	360	365	377	387
Previous forecast	243	372	378	390	400
Improvement / deterioration (-)	-12	-12	-13	-13	-13

3.15.3 The Council will fully provide for any known backdated business rates appeals at the 2014/15 year end, consequently the level of provision for new and outstanding appeals will reduce from 2015/16 onwards.

3.15.4 The Council is also working on a county wide project to improve the forecasting of appeals using some specialist software which, as time progresses, will ensure the forecast of the impact of appeals is more robust.

3.15.5 The forecast is currently being finalised. The government released the guidance for the 2015/16 NNDR return which underpins this forecast on the 6<sup>th</sup> January. The return is due to be submitted by the 31<sup>st</sup> January and any substantial changes resulting from the final assessment of the business rate income will be reported verbally to members at the meeting.

3.15.6 Looking further ahead, the generation of additional business rates may become one of the solutions to the Council's ongoing financial pressures. Members will be aware that there are several schemes progressing within the Borough which will create employment space. For example, a significant new business in the area may bring financial benefits to the Council as follows:

### 3.0 THE AUTUMN STATEMENT AND LOCAL GOVERNMENT FINANCE SETTLEMENT 2015/16

#### 3.15 Business Rate Retention Scheme

Assumed rateable value £1m  
Business rate multiplier of £0.48

Estimated Rates income: £480,000

	<b>Additional income</b>	<b>Levy paid to Treasury</b>	<b>Kept locally</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Split as follows:			
HM Treasury	240,000		
County Council	48,000	24,000	24,000
District Council	192,000	96,000	96,000
	<b>480,000</b>	<b>120,000</b>	<b>120,000</b>

3.15.7 The Council has agreed to participate in a County based business rates pool. The business rates pool has been approved by DCLG. Participating in the pool will enable the participating Councils to retain any 'levy' paid which will be set aside to fund economic regeneration initiatives within the County area.

3.15.8 Finally, it should be appreciated that there are a number of risks associated with the business rate forecast:

- It is difficult to establish the number of appeals which are likely to come forward in any given year. There is no time limit on when an appeal might be lodged.
- There is a specific risk associated with schools becoming academies. At the moment it is expected that only one of the primary schools will become an academy in 2015/16. However, if a school assumes academy status then it will become eligible of mandatory rate relief which will reduce the Council's business rate income.
- Major redevelopments will temporarily reduce business rate income whilst the site is being redeveloped.

3.15.9 Consequently there could be significant swings in the amount of business rate income in any one year. However, any shortfall in income will be recovered in the following financial year.

### 3.0 THE AUTUMN STATEMENT AND LOCAL GOVERNMENT FINANCE SETTLEMENT 2015/16

#### 3.16 New Homes Bonus

3.16.1 The New Homes Bonus is assuming a greater level of importance as source of funding. By 2015/16 the Council is expecting to receive £0.6m:

	2015/ 16	2016/ 17	2017/ 18	2018/ 19	2019/ 20
	£'000	£'000	£'000	£'000	£'000
New homes bonus (2011/12 - 2016/17)	62	62	0	0	0
New homes bonus (2012/13 - 2017/18)	153	153	153	0	0
New homes bonus (2013/14 - 2018/19)	244	244	244	244	0
New homes bonus (2014/15 - 2019/20)	107	107	107	107	107
New homes bonus (2015/16 - 2020/21)	86	86	86	86	86
<b>Total New Homes Bonus</b>	<b>652</b>	<b>652</b>	<b>590</b>	<b>437</b>	<b>193</b>

3.16.2 The final level of New Homes Bonus due to be received in 2015/16 is lower than expected by some £105,000 from the forecast in December. This is due to an over estimate in the number of new dwellings delivered in 2014/15.

3.16.3 The future of New Homes Bonus from 2016/17 onwards is uncertain. The commitment to New Homes Bonus is until 2015/16 only and so it is assumed that there will be no new bonus from 2016/17 onwards. Consequently, this resource will be gradually phased out over the next six years.

#### 3.17 Council Tax Referendum

3.17.1 Finally, as part of settlement, the Minister confirmed the referendum criteria

*All councils should be freezing their Council Tax in 2015 to 2016 and helping people with their cost of living. We are providing additional funding equivalent to a 1% Council Tax increase, to help councils freeze.*

**Local Government Minister Kris Hopkins**  
**Provisional local government finance settlement 2015 to 2016**

3.17.2 However any funding would be guaranteed for 2015/16 only. The future of any Council Tax Freeze funding will be very much dependent on the policies of a new government.

3.17.3 The options for the Council Tax increase are discussed in detail later in the report.

### 3.0 THE AUTUMN STATEMENT AND LOCAL GOVERNMENT FINANCE SETTLEMENT 2015/16

#### 3.18 Long term implications of current government policy

3.18.1 The financing of local government is fundamentally changing. Revenue Support Grant reduces significantly year on year and the New Homes Bonus is likely to be phased out. Only the business rate retention scheme is expected to increase over time. Consequently, the income from Council Tax forms a more significant proportion of the council's overall income and so the decision regarding the annual increase has a greater strategic importance.

3.18.2 The decision about whether or not to increase Council Tax will become even more significant in future as they will influence not only income in the coming year but will also protect the income streams for future years providing a controllable and sustainable income source to the Council assisting the council in addressing unavoidable inflationary pressures.

#### Breakdown of general income to the Council:

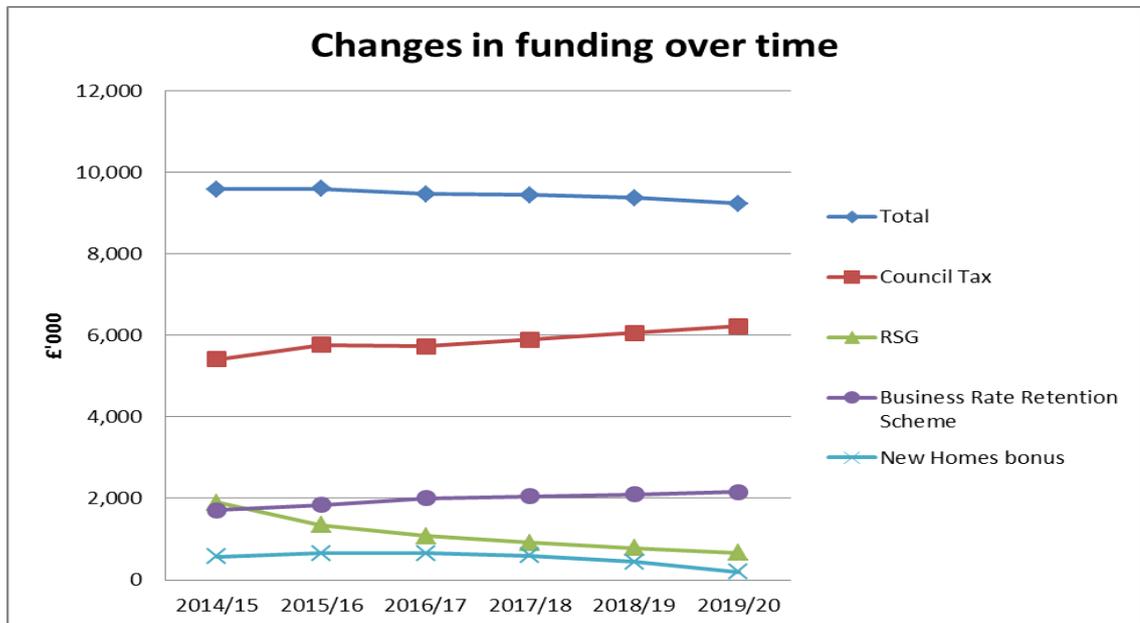
	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Council Tax *	5,409	5,710	5,680	5,836	5,997	6,162
Business Rates *	1,716	1,835	2,004	2,050	2,104	2,158
Revenue Support Grant **	1,898	1,348	1,078	916	779	662
New Homes Bonus	566	653	653	591	438	194
	9,589	9,546	9,415	9,393	9,318	9,176

\* Includes any surplus or deficit on the collection fund

\*\* Includes the Council Tax Freeze Grant

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
Council Tax	56.41%	59.82%	60.32%	62.13%	64.36%	67.16%
Business Rates	17.90%	19.22%	21.29%	21.83%	22.58%	23.51%
Revenue Support Grant	19.79%	14.12%	11.45%	9.75%	8.36%	7.22%
New Homes Bonus	5.90%	6.84%	6.94%	6.29%	4.70%	2.11%
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

**3.0 THE AUTUMN STATEMENT AND LOCAL GOVERNMENT FINANCE SETTLEMENT 2015/16**



**4.0 2014/15 BUDGET – CURRENT POSITION**

4.1 The revenue monitoring report to the Joint Strategic Committee on 4<sup>th</sup> November 2014 showed a forecast underspend for the year of £8,000 due to the following major factors:

	Forecast Over/(Under) spend
	£'000
<b>Car Parking</b> Fall in income due to closure of Riverside car park and a fall in Penalty Notice income.	87
<b>Investment Properties</b> Lower income due to empty properties.	140
<b>Business Rate Retention Scheme</b> Additional income from government due to increased business rate relief.	-155
<b>Balance carried forward</b>	72

#### 4.0 2014/15 BUDGET – CURRENT POSITION

	Forecast Over/(Under) spend
	£'000
Balance brought forward	72
<b>VAT</b>	
Backdated VAT refund from HMRC in respect of trade waste	-55
<b>Treasury Management</b>	
Net saving in borrowing costs offset by a fall in investment income	-121
<b>Cross-Cutting savings</b>	
Impact of job evaluation	128
Net other over/(under) spends	-32
<b>Underspend as at 4<sup>th</sup> November 2014</b>	<b>-8</b>

4.2 Any underspend at the year-end will give the Council the much needed opportunity to place some funds into reserves to meet future needs as discussed elsewhere within this report. The ongoing trends that have been identified as part of this monitoring have been built into the 2015/16 revenue budget.

4.3 On past evidence, spending patterns between the November monitoring and the end of the financial year have shown there is every reason to expect that the position may continue to improve as the year progresses, which will be reported when the outturn report comes before the Joint Strategic Committee in June 2014. Consequently, any final recommendations regarding this underspend must be deferred until the outturn results are known.

#### 5.0 DRAFT REVENUE ESTIMATES 2015/16

5.1 Detailed budgetary work is now complete and the estimate of the budget requirement (net of any proposed transfers to reserves) is £9,585,090. This includes the savings agreed at Joint Strategic Committee in December and January.

5.2 The final budget will be dependent on Members consideration of the non-committed growth proposals, and the Council Tax increase that Members are prepared to support.

## 5.0 DRAFT REVENUE ESTIMATES 2015/16

5.3 The key question of how the net budget requirement of £9.585m translates into the Council Tax charge can now be determined as the proposed details of the Local Government Finance Settlement have been received. Any final changes arising from settlement will be dealt with through the reserves. However, if there is a significant reduction in government resources, in-year action will be needed to reduce the final impact on the reserves.

5.4 Details of all of the main changes in the base budget from 2014/15 to 2015/16 are at Appendix 1. A breakdown of each Executive Member's summary budget is attached in Appendix 7. The changes can be summarised briefly as follows:

	£'000	£'000
<b>2014/15 Original Estimate</b>		9,538
<b>Add: General Pay and Price Increases</b>		270
<b>Add: Committed and Unavoidable Growth:</b>		
Increased Expenditure as per 3 year forecast (net of any proposed use of reserves)	225	
Reduced Income as per 3 year forecast	-4	
Impact of Capital Investment Programme	13	234
		10,042
<b>Less: Compensatory savings/Additional Income:</b>		
Compensatory savings	-25	
Additional income	-	-25
2015/16 budget prior to agreed savings		10,008
<b>Less: Savings agreed by members</b>		
Approved in December	-563	
Approved in January	-9	
Final adjustment to the allocation of the savings between the Councils	48	-524
Executive member requirements		9,484
Potential contribution to reserves*		62
Potential budget requirement before external support		9,546
Collection fund surplus		-156
<b>2015/16 BUDGET REQUIREMENT</b>		<b>9,390</b>

\*The planned contributions to and from the reserves are analysed in Appendix 3. The final amount will depend on the decisions made about the non-committed growth items and the Council Tax increase.

**5.0 DRAFT REVENUE ESTIMATES 2015/16**

5.5 The estimates reflect the Council's share of the Joint Strategic Committee budget. The allocation of the costs of joint services under the remit of the JSC has been the subject of an annual review this year.

5.6 As part of the review of the allocation of support services there have been some changes for individual services which are reflected in the detailed budgets. It is important to note that this does not change the overall cost of the support services to each Council, but that it does influence the size of the share that each service takes, the proportion allocated to the HRA, and the proportion borne by the General Fund and the Capital Investment Programme.

Further details can be provided by request from Jo-Anne Chang-Rogers (Finance Manager) or Sarah Gobey (Chief Financial Officer).

5.7 The current net estimated 2015/16 spend is more than previously predicted and is mainly due to the following factors:

	<b>£'000</b>
<b>Changes to net cost of borrowing:</b>	
Net impact of fall in interest rates	60
Impact of slippage on the capital programme	-110
Mainstreaming of the financing costs of the Civic Presence – previously funded from reserves	70
<b>Final adjustments in respect of inflation and salary increments</b>	2
<b>Fall in commercial rents</b>	67

5.8 In addition to the above, the projected surplus on the Collection Fund is now estimated to be £903,270, of which £155,720 is the District Council share. This is a minor surplus in light of the overall income due which exceeds £32.2m, and is due to an improved level of income to the collection fund and a reduction in the cost of the Council Tax support scheme.

5.9 Members are now faced with two questions:

- What level of Council Tax to set?
- Which of the growth items in Appendix 3 to accept?

The decisions made today will be reflected in the budget papers presented to Council.

## 5.0 DRAFT REVENUE ESTIMATES 2015/16

### 5.10 The Council Tax increase:

5.10.1 The budget forecast currently assumes that Council Tax will increase by 1.5% in 2015/16.

5.10.2 In the recent consultation 64.1% of residents supported an increase in Council Tax and a 1.5% uplift would be a modest increase in the District council share of the bill for 2015/16 as follows:

Adur District Council	£
Average Band D Council Tax in 2014/15	271.50
Annual impact of 1.5% increase	4.08
Amount per week	0.08

5.10.3 Members should also be aware that the Police and Crime Commissioner has been consulting on a 1.98% increase for the Police Authority share of the overall bill. There are indications that the County Council will set a 0% increase. Consequently, the total overall increase in the Council Tax bill for an average band D property would be just over 0.4%:

	2014/15	2015/16	%
	£	£	
Adur District Council	271.51	275.58	1.50%
West Sussex District Council	1,161.99	1,161.99	0.00%
Sussex Police and Crime Commissioner	141.12	143.91	1.98%
	1,574.62	1,581.48	0.44%

5.10.4 Members should also be aware that there may long term consequences to accepting the Council Tax Freeze Grant and setting a 0% Council Tax increase:

Adur District Council	2015/16	2016/17	2017/18	2018/19	2019/20
	£'000	£'000	£'000	£'000	£'000
Council Tax income if Council Tax is increased by 1.5% in 2015/16 and by inflation thereafter	5,555	5,680	5,836	5,997	6,162
Council Tax income if Council Tax is frozen in 2015/16	5,472	5,596	5,750	5,908	6,071
Net fall in income	83	84	86	89	91
Less: Grant from government	-64	0	0	0	0
Fall in income per annum if Council Tax is frozen	19	84	86	89	91

**5.0 DRAFT REVENUE ESTIMATES 2015/16**

5.10.5 Members are asked to consider which level of Council Tax increase that they support. Increasing Council Tax by 1.5% will protect the longer term financial interests of the Council and build some much needed capacity in the next financial year to invest in priority initiatives. However, given the current economic climate, and the very small financial benefit in the first year, members may want to freeze Council Tax to protect the local community and accept the Council Tax freeze grant.

**5.11 Uncommitted Growth Items:**

5.11.1 Attached in Appendix 3 is a listing of the new uncommitted growth items which total £41,500. Members are asked to consider which of the items should be included within the revenue estimates for 2015/16.

5.12 Depending on the choices made regarding the Council Tax increase and the new growth items; the overall budget position will be:

	<b>£'000</b>	<b>£'000</b>
Net budget requirement		9,524
<b>Less:</b> Government grant	1,348	
Baseline Funding	1,604	
Share of additional Business Rate income	231	
Council Tax (1.5% increase)	5,555	
New Homes Bonus	652	
Council Tax Support Scheme	40	
Administration Grant		
Collection Fund surplus	156	-9,586
Estimated budget surplus based on 1.5% Council Tax increase brought forward		<b>-62</b>
Estimated impact of freezing Council Tax and accepting the Council Tax freeze grant		19
Maximum impact of accepting the growth items		42
		1
<b>Maximum contribution from reserves</b>		-1
		-

## 5.0 DRAFT REVENUE ESTIMATES 2015/16

- 5.13 The budget could support a 0% Council Tax increase and support some priority projects for the coming year from the planned contribution to reserves.
- 5.14 However, budgets remain extremely tight and there is little flexibility to fund new initiatives to take forward key priorities, such as economic development projects, designed to stimulate the economy and create new jobs.

## 6.0 IMPACT ON FUTURE YEARS

- 6.1 The impact of the proposed changes on the overall revenue budget for the next 5 years is shown in Appendix 1 (which includes an assumed 1.5% tax increase for 2015/16 which is to be considered as part of this report). The difficult settlement, together with the other agreed changes to the budget means that the Council is likely to face a minimum shortfall of:

	Expected shortfall (Cumulative)				
	2015/16	2016/17	2017/18	2018/19	2019/20
	£'000	£'000	£'000	£'000	£'000
Cumulative budget shortfall	462	1,496	1,902	2,452	3,009
<b>Less:</b>					
Net savings agreed in December and January	-524	-524	-524	-524	-524
Impact of accepting the Council Tax Freeze grant	19	84	86	89	91
Impact of accepting all the growth items at appendix 2	42	58	58	58	58
Potential contribution to reserves to be agreed	1	-	-	-	-
Adjusted cumulative budget shortfall	-	1,114	1,522	2,075	2,634
Savings required each year	-	1,114	408	553	559

- 6.2 The continuation of the 'austerity measures' has had significant consequences for the Council. Looking ahead, the stimulation of the local economy and provision of additional housing will be two of the measures which will help protect the Council's services. There are potentially three benefits which flow from an improving economy and which will directly improve the council's financial position:

- Increased income from business rates which is discussed fully in section 3 above;

## **6.0 IMPACT ON FUTURE YEARS**

- Reduced cost of Council Tax benefits from any new jobs created;
- Additional Council Tax income from each new home;

The creation of a new major projects team as outlined in Appendix 3 will help the Council's further stimulate the local economy.

6.3 However, these measures are unlikely to be enough. The Council will also need to seek out new income generation opportunities and there will inevitably need to be a continuing emphasis on efficiency and value for money in the annual savings exercise. In addition, the Council will need to focus its scarce resources on key priorities.

6.4 Members should also be aware that the future of the overall funding for Local Government continues to be a cause for concern and there remains a risk that funding levels will reduce even beyond the current pessimistic projections.

## **7.0 RESERVES**

7.1 Sections 26 and 27 of The Local Government Act 2003 require the Council's Chief Financial Officer to comment on the adequacy of the Council's reserves. The reserves have therefore been reviewed in accordance with best practice as advised by the Chartered Institute of Public Finance and Accountancy (CIPFA) in LAAP 77 'Local Authority Reserves and Balances'.

7.2 To enable a view to be taken on the adequacy of reserves, Members need to be aware that, broadly speaking, there are two categories of revenue reserves relevant to the Council. The **General Fund Working Balance** which primarily is available to cushion the impact of uncertain cash flows and act as a contingency to meet unforeseen costs arising during a budget year (e.g. supplementary estimates); and **Earmarked Reserves** which are sums held for specific defined purposes and to meet known or predicted liabilities. Both categories of reserves can be used on a planned prudent basis to underpin the annual budget.

7.3 The Council's established policy is to maintain the General Fund Working Balance at between 6 – 10% of net revenue expenditure. This is even more important in the current economic climate when there are so many uncertainties. The balance as at 31<sup>st</sup> March 2014 was £859,000 which is 8.8% of net revenue expenditure.

## 7.0 RESERVES

The year-end level on the General Fund Working Balance for the foreseeable future, therefore, is estimated as follows:

		£'000	%
31.03.2015	Balance carried forward – per Final Accounts	859	9.0
31.03.2016	No planned drawdown or contribution expected	859	9.1
31.03.2017	No planned drawdown or contribution expected	859	9.1
31.03.2018	No planned drawdown or contribution expected	859	9.2

The reduction in revenue support grant and the resultant decrease in the Council's net spend means that the same level of working balance equates to a higher percentage of net revenue expenditure.

7.4 On the basis of the year-end figures above, and taking into account past performance and the acknowledged track record of sound financial management in this Council, I believe the working balance is adequate for its purpose. In forming this view I have considered the following potential impacts upon the Council's finances:

1. A further fall in interest rates of 0.5% would cost the Council in a region of £110,000 in 2015/16.
2. A pay award of 1% more than currently allowed for within the budget would cost the General Fund approximately £96,000.
3. Further adverse falls in income from such sources as development control income, car parks and land charges against a background of the recession which could result in falling income of over £100,000.
4. Demand is increasing for services such as homelessness and housing benefit which may well lead to increased (and unbudgeted) costs.
5. Other unforeseen circumstances such as the failure of a major contract
6. Any use of the working balance would be difficult to recoup in the short term. Consequently, the reserve needs to be sufficient enough to cope with at least two years of adverse impacts.

## 7.0 RESERVES

Against this background, and especially given the current economic climate, it is important that the Council has minimum reserves in 2015/16 of £573,000 or 6% of net revenue spend as laid out in the current policy. However, it is unlikely that the Council will need in excess of £954,000 in the working balance which is roughly equivalent to 10% of net revenue spend. Consequently, the current policy of holding balances of between 6% and 10% is valid and the forecast level falls within these parameters.

7.5 The estimated balance of general fund earmarked reserves as at 31<sup>st</sup> March, 2014 is £3,080,000, although this reduces to £2,821,000 if any Section 106 sums held for future environmental improvements, grants, and any specific capital resources are excluded. A detailed schedule of the earmarked reserves is attached at Appendix 4. The key risks to the overall budget and the Council's reserves are detailed below.

7.6 The Council has committed a significant proportion of its reserves in 2014/15 to take forward some major initiatives such as:

- |                                      |          |
|--------------------------------------|----------|
| • Getting into shape                 | £166,000 |
| • Digital Strategy                   | £250,000 |
| • Kingston Beach flood defence works | £165,000 |

In addition, the Council is faced with funding the financial impact of the continued opening of the Civic Centre both in 2014/15 and 2015/16 together with the impact of the delay in the sale of the property which will continue to cost the council over £300,000 per year. This is currently funded from the reserves pending the disposal of the Civic Centre.

7.7 As a result the Capacity Issues Reserve will be nearly exhausted by the end of 2015/16 subject to the ability to place any underspend into the reserves at the end of 2015/16. To build some capacity within this reserve for new initiatives it is proposed to transfer the balances from some minor and unused reserves to the Capacity Issues Reserve to enable new initiatives to be funded as follows:

- Transfer the residual funds of £52,011 from the Partnership Initiative Reserve;
- Transfer the residual funds of £26,398 from the Performance Reward Grant reserve. This reserve has been untouched for 10 years.

## 7.0 RESERVES

- Transfer the funds of £29,203 from the vehicle repair and renewal reserve. This fund is unlikely to be needed due to the planned replacement of vehicles in 2016/17.
- Transfer funds of £14,451 from several small defunct reserves all of which have a balance less than £10,000

7.8 However, in all probability, the Council will continue to have occasional opportunities to put money into earmarked reserves rather than solely to drawdown on a planned basis. Even without this, I believe the earmarked revenue reserves are adequate for their particular purposes but the size and nature of the risks to the overall budget leaves the Council with little room for using these reserves for new on-going spending initiatives. The Council should maintain its current policy of spending its scarce earmarked reserves on:

- supporting one-off rather than recurring revenue expenditure;
- dealing with short-term pressures in the revenue budget; and
- managing risk to the Council's budget.

## 8.0 SIGNIFICANT RISKS

8.1 Members will be aware that there are several risks to the Council's overall budget. These can be summarised as follows:-

- (i) **Income** - The Council receives income from a number of services which will be affected by demand. These include land charges, development control and now business rates. Whilst known reductions in income have been built into the proposed budgets for 2015/16, income may fall further than expected.
- (ii) **Withdrawal of funding by partners** - All budgets within the public sector are under scrutiny which may lead to partners reassessing priorities and withdrawing funding for partnership schemes. Consequently, the council may lose funding for key priorities and be left with unfunded expenditure together with the dilemma about whether to replace the funding from internal resources.

## 8.0 SIGNIFICANT RISKS

- (iii) **Inflation** - A provision for 2.0% inflation has been built into non-pay budgets together with an allowance for additional inflation on fuel. Pay budgets have a 1% inflationary increase allowed for. Whilst the Bank of England inflation forecasts expect that inflation will be around 2% in 2015/16, there is a risk that inflation will run at a higher rate than allowed for within the budget. Each 1% increase in inflation is equivalent to the following amount:

	1% increase
	£'000
Pay	96
Non-pay	59

- 8.2 To help manage these risks, the council has a working balance of £859,000 and other earmarked reserves are also available to the Council to help mitigate these risks.

## 9.0 CONSULTATION

- 9.1 This report represents the culmination of the budget process which has involved consultation with Members, staff, members of the public and the business community.
- 9.2 Both Councils have undertaken a follow-up consultation to last year's area wide exercise entitled 'Your Chance to be the Chancellor'. This again took the form of a leaflet sent out to each home. The focus of this year's consultation was around the potential changes to the Council Tax Reduction Scheme in 2015/16, and the level of Council Tax increase that the public would support. 1,726 residents responded to the consultation and the full outcome of the consultation is attached at appendix 4.
- 9.3 With respect to the Council Tax increase, the Council asked the following question and the response received from residents is as follows:

*The councils have managed to freeze council tax for the past four years despite a reduction in government grant of over 40%. Both councils expect a further reduction in a grant for 2015-16 of around 20% which is equivalent to £516,000 for Adur District Council and £778,000 for Worthing Borough Council.*

## 9.0 CONSULTATION

*With this in mind, would you prefer...*

<i>A small increase which will help the Councils to protect priority services</i>	1,106	64.1%
<i>To freeze Council Tax for the fourth year in a row and cut services</i>	620	35.9%

## 10.0 UPDATE TO PRUDENTIAL INDICATORS

- 10.1 The Council's budget fully reflects the cost of financing the capital programme. Members have previously approved sufficient growth to accommodate the proposed capital programme.
- 10.2 Under the Prudential Code of Practice and the capital finance system introduced in April 2004, the capital programme is based on the Council's assessment of affordability. This includes any new borrowing which the Council wishes to undertake. The Council has considered the revenue consequences of any proposed capital programme in agreeing the budget strategy for 2015/16. The Council has a fully funded capital programme and the associated revenue costs are built into the budget for 2015/16 and future years.
- 10.3 The Prudential Code of Practice requires the Council to set a series of indicators to show that the capital programme has due regard to affordability, sustainability and prudence. These will be considered in detail in the report entitled 'Joint Treasury Management Strategy Statement and Annual Investment Strategy 2015/16 to 2017/18 for Adur District Council and Worthing Borough Council', which is to be discussed at the Joint Strategic Committee on the 5<sup>th</sup> February 2015.

## 11.0 COMMENTS BY THE CHIEF FINANCIAL OFFICER

- 11.1 Section 25 of the Local Government Act 2003 requires an authority's Chief Financial Officer to make a report to the authority when it is considering its budget and Council Tax. The report must deal with the robustness of the estimates and the adequacy of the reserves allowed for in the budget proposals, so Members will have authoritative advice available to them when they make their decisions. The Section requires Members to have regard to the report in making their decisions.

## **11.0 COMMENTS BY THE CHIEF FINANCIAL OFFICER**

11.2 As Members are aware, local authorities decide every year how much they are going to raise from Council Tax. They base their decision on a budget that sets out estimates of what they plan to spend on each of their services. Because they decide on the Council Tax in advance of the financial year in question, and are unable to increase it during the year, they have to consider risks and uncertainties that might force them to spend more on their services than they planned. Allowance is made for these risks by:

- making prudent allowance in the estimates for each of the services, and in addition;
- ensuring that there are adequate reserves to draw on if the service estimates turn out to be insufficient.

### **11.3 Overall view on the robustness of the estimates:**

Subject to the important reservations below, a reasonable degree of assurance can be given about the robustness of the estimates and the adequacy of reserves. The exceptions relate to:

- (1) The provision of estimates for items outside of the direct control of the Council:
  - Income from fees and charges in volatile markets, e.g. car parks and development control fees.
  - External competition and declining markets, particularly during a recession. E.g. Local land charges and building control fees.
  - Changes to business rate income due to revaluations, redevelopments and increases in mandatory rate relief.
- (2) Cost pressures not identified at the time of setting the budget. This would include items such as excess inflation.
- (3) Initiatives and risks not specifically budgeted for.

It will therefore be important for members to maintain a diligent budget monitoring regime during 2015/16.

11.4 The Chief Financial Officer's overall view of the robustness of the estimates is, therefore, as follows:

*The processes followed are sound and well established and identical to those that produced robust estimates in the past. The Council has also demonstrated that it has a sound system of financial management in place.*

## 12.0 COUNCIL TAX SETTING

12.1 The Council is obliged to raise the balance of its resources after grant to finance the General Fund Revenue Budget from its local Council Taxpayers. The Adur District Council Tax will be added to the Precepts from West Sussex County Council and the Sussex Police and Crime Commissioner to form a combined Council Tax to levy on the taxpayers of Adur District.

12.2 Once the Executive has reached a decision on the Total Budget Requirement it wishes to recommend to the Council for the 2015/16 Budget, the resulting Council Tax for the District can be set. This takes into account the Total Aggregate External Finance (Revenue Support Grant and Business Rates contributions) and any contribution to or from the local Collection Fund.

### 12.3 Adur District Council:

- (a) The following table shows the net sum to be raised from local Council Taxpayers in 2015/16 prior to the consideration of the budget proposals. This is based on 1.5% Council Tax increase:

	£	£
Net 2015/16 Budget *		9,585,090
<b>Less:</b>		
Aggregate External Finance:		
Revenue Support Grant	-1,347,920	
Baseline Funding	-1,603,900	
Business Rate income	-230,870	
New Homes Bonus	-652,190	
Council Tax Reduction Scheme	-40,000	
Administration Grant		
Contribution from the Collection Fund surplus (as per paragraph 5.8)	-155,720	
		-4,030,600
<b>Balance to be raised from Council Tax</b>		<b>5,554,490</b>

\* 2015/16 budget requirement after any contribution to or from reserves required to balance the budget.

However, within section 5 of the report, members are given the option of freezing the Council Tax and approving the non-committed growth items. Any reduction in income would be funded from the budget surplus.

**12.0 COUNCIL TAX SETTING**

**12.3 Adur District Council:**

**(b) Council Tax Base**

The Council's Tax base for 2015/16 is 20,155.60 Band D equivalent properties. There is an increase to the current year base of 19,697.80 which is due to an increasing number of homes and the falling cost of Council Tax benefits. The full calculation of the tax base is shown in Appendix 6.

	<b>2014/15 Tax Base</b>	<b>2015/16 Tax Base</b>
Lancing	5,860.30	6,017.60
Sompting	2,622.00	2,677.90
Unparished	11,215.50	11,460.10
<b>TOTAL</b>	<b>19,697.80</b>	<b>20,155.60</b>

**(c) Special expenses**

At the extraordinary meeting of Council held on 10<sup>th</sup> January 1995, Maintenance of recreation grounds and provision of community buildings were agreed as special expenses not chargeable in the Lancing area under the terms of Section 35 of the Local Government Finance Act 1992. In 2015/16 expenditure of £252,710 (£243,400 in 2014/15) falls under the resolution and will need to be financed by a Band D Council Tax of £17.82, to be charged in all areas of the District except Lancing, which is 1.54% higher than the previous year's charge of £17.55.

**(d) Adur District Council Band D Council Tax**

In order to raise the required sum, and after allowing for special expenses, it is recommended that the Council Tax at Band D be increased by an average of 1.5% or 0% as follows:

## 12.0 COUNCIL TAX SETTING

### (d) Adur District Council Band D Council Tax

Area	2014/15	2015/16 (0% increase)	2015/16 (1.5% increase)
Lancing	£ 261.90	£ 258.93	£ 263.07
Shoreham, Southwick, Sompting and Coombes			
Basic Council Tax	261.90	258.93	263.07
Special Expenses	17.55	17.82	17.82
<b>TOTAL in Shoreham, Southwick, Sompting and Coombes</b>	<b>279.45</b>	<b>279.45</b>	<b>280.89</b>

## 12.4 West Sussex County Council and Sussex Police Authority

- (a) The County Council requirements are expected to be confirmed on 13<sup>th</sup> February, 2015. The Police and Crime Commissioner's proposed increase of around 1.98% is due to be considered by the Police and Crime Panel on 23<sup>rd</sup> January. The latest date that any increase by the Police and Crime Commission will be confirmed is the 20<sup>th</sup> February 2015.

	2014/15 £	2015/16 £
West Sussex County Council	1,161.99	t.b.a.
Sussex Police Authority	141.12	t.b.a.
<b>TOTAL</b>	<b>1,303.11</b>	<b>t.b.a.</b>

## 12.5 Lancing and Sompting Parish Precepts

- (a) Lancing Parish Council precept has been set at £282,170 at its meeting on 1<sup>st</sup> October 2014 which is at the same level as 2014/15.
- (b) Sompting Parish Council precept has been set at £82,700 due at the meeting of the Council on 10<sup>th</sup> December 2014 which is at the same level as 2014/15.

## **12.0 COUNCIL TAX SETTING**

### **12.6 Overall Council Tax**

The final figures for all authorities will be incorporated into the formal Council Tax setting resolution to be presented to the District Council at its meeting on 19<sup>th</sup> February 2014.

## **13.0 CONCLUSION**

- 13.1 The last year has brought about some significant change for the Council. There is now a new Council Leadership Team, and with the recent 'Getting in Shape' restructure, a new Operational Leadership Group has now been formed. In addition, the Council has also embarked on an ambitious digital transformation programme. The Council is now positioned to start delivering the 'Surf's Up' programme.
- 13.2 This work is essential to ensure that the Council can meet the challenges of the next 5 years as it is now clear that the Council will continue to face budget shortfalls for the foreseeable future.
- 13.3 The withdrawal of yet another significant amount of government grant has been challenging to address. Overall the Council has successfully identified further savings of over £0.5m to meet the current year's financial challenges. However, this has not been without pain. The council has reduced its workforce, with the inevitable pressure of additional work falling on the shoulders of the remaining staff. But we have again largely protected the Council's front-line services.
- 13.4 Looking further ahead, 2016-17 will be equally as challenging. It is difficult to be certain what the future will hold for the Council after the next general election. However one thing is certain, the austerity measures will continue irrespective of which political party wins the election. The only question is: How much funding will we lose?
- 13.5 Whilst developing both the local economy to increase employment space and local jobs together with the provision of new homes will be one of the strategic measures that the Council can take to protect its longer term financial interests, there will be inevitably be some difficult days ahead as the Council seeks to address the remaining budget shortfall.
- 13.6 But we must not forget that the Council remains in good financial health with good reserves, which will help us deal with the continuing reduction in funding whilst the Council revisits its priorities and strives for further efficiencies.

### **13.0 CONCLUSION**

- 13.7 In preparing the strategy and forecast for 2015/16 an assessment was carried out of the significant risks and factors which may have an impact on the Council's budget. Where quantifiable, the budget has been adjusted accordingly but it is important to acknowledge that there are still some risks to the overall position which may have to be funded from reserves. Members will continue to receive regular budget monitoring reports and updates to the Council's 5-year Medium Term Financial Plan, to ensure that the financial challenges ahead are effectively met.
- 13.8 The annual preparation of the budget is a huge exercise involving the co-operation and support of countless officers in all departments of the Council. Most of the work, of course, falls on the Financial Services team and has to be completed within tight time constraints at a difficult time of year.

### **14.0 RECOMMENDATIONS**

#### **14.1 The Executive is recommended to:**

- (a) Consider which of the growth items detailed at appendix 3 should be included within the revenue budget in 2015/16.**
- (b) Agree to recommend to Council the draft budgets for 2015/16 at Appendix 7 as submitted in Executive Member Portfolio order, and the transfer to Reserves leading to a net budget requirement of £9,585,090 , subject to any amendments above; and**
- (c) Approve the rationalisation of the reserves as outlined in paragraph 7.7**
- (d) Consider which band D Council Tax to recommend to Council for Adur District Council's requirements in 2015/16 as set out in paragraph 12.3; and**
- (e) Agree to recommend to Council the special expenses of £17.82 per band D equivalent charged in all areas of the District except Lancing;**

**Local Government Act 1972**

**Background Papers :**

Report to the Joint Strategic Committee 22<sup>nd</sup> July 2014 Outline forecast 2015/16 to 2019/20 and Budget Strategy

Report to the Joint Strategic Committee 2<sup>nd</sup> December 2014 Outline 5 year forecast and savings proposals.

Local Authority Finance (England) Settlement Revenue Support Grant for 2015/16 and Related Matters: DCLG Letters and associated papers of 18<sup>th</sup> December 2014.

The Autumn Statement 2014. HM Treasury

Local Government Act 2003 and Explanatory Note

“Guidance Note on Local Authority Reserves and Balances” – LAAP Bulletin No. 77 - CIPFA -published in November 2008

Statement of Accounts 2013/14

Report to Joint Strategic Committee 4<sup>th</sup> November 2014 – “2<sup>nd</sup> Capital, Revenue Budget and Performance Monitoring 2014/15

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## **SCHEDULE OF OTHER MATTERS**

### **1.0 COUNCIL PRIORITY**

1.1 The budget supports the Council's achievement of all its priorities.

### **2.0 SPECIFIC ACTION PLANS**

2.1 The report details how the Council proposes to meet the financial targets initially outlined in the 3-year outline forecast considered in July 2010.

### **3.0 SUSTAINABILITY ISSUES**

3.1 Matter considered and no issues identified

### **4.0 EQUALITY ISSUES**

4.1 The majority of the proposals included in the report will have no impact on equality issues as there are no proposed changes to the way in which services are delivered.

### **5.0 COMMUNITY SAFETY ISSUES (SECTION 17)**

5.1 Matter considered and no issues identified

### **6.0 HUMAN RIGHTS ISSUES**

6.1 Matter considered and no issues identified

### **7. REPUTATION**

7.1 Matter considered and no issues identified

### **8.0 CONSULTATIONS**

8.1 Consultations are detailed in Section 9 of the main report

### **9.0 RISK ASSESSMENT**

9.1 The overall risks to the budget are detailed in Section 8 of the main report.

### **10.0 HEALTH AND SAFETY ISSUES**

10.1 Matter considered and no issues identified

### **11.0 PROCUREMENT STRATEGY**

11.1 Matter considered and no issues identified

### **12.0 PARTNERSHIP WORKING**

12.1 The report considers the impact that partnership working has on the overall revenue budget.

<b>ADUR DISTRICT COUNCIL</b>						
<b>Revenue Budget Summary Statement 2014/15 - 2019/20</b>						
	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>Net Spending to be Financed from Taxation</b>						
<b>Base budget</b>	<b>9,538</b>	9,538	9,538	9,538	9,538	9,538
<b>Annual Inflation</b>						
Estimated inflation		250	606	971	1,340	1,729
Impact of pay award (2.2% over 2 years)		20	20	20	20	20
<b>One -off / non-recurring items</b>						
Local Elections (held every other year)		(40)		(42)		(44)
<b>Committed Growth</b>						
Changes to National Insurance Contributions		-	227	232	237	242
Impact of Pension contribution increase		62	127	131	134	137
Contribution to Gypsy and Traveller site		15	15	15	15	15
Growth items approved in December 2014		130	130	130	130	130
Loss of Commercial rent income		67	67	67	67	67
New items identified as per Appendix 2		(6)	(6)	(6)	(6)	(6)
<b>Compensatory savings</b>						
Fall out of early retirement costs		(25)	(25)	(25)	(25)	(25)
<b>Impact of capital programme</b>						
Financing costs		1	242	353	468	590
<b>Additional income</b>						
Investment income		(4)	(30)	(89)	(148)	(208)
<b>Total Cabinet Member Requirements</b>	<b>9,538</b>	<b>10,008</b>	<b>10,911</b>	<b>11,295</b>	<b>11,770</b>	<b>12,185</b>
<b>Baseline funding</b>	1,574	1,604	1,644	1,685	1,727	1,771
<b>Less: Safety net pay't / business rate shortfall</b>		-	-	-	-	-
<b>Add: Retained additional business rates</b>	<b>79</b>	231	360	365	377	387
<b>Add: Share of 2013/14 surplus</b>	<b>63</b>					
<b>Adjusted Baseline funding</b>	<b>1,716</b>	<b>1,835</b>	<b>2,004</b>	<b>2,050</b>	<b>2,104</b>	<b>2,158</b>
<b>Revenue Support Grant</b>	1,835	1,348	1,078	916	779	662
<b>Council Tax</b>						
Adjusted Council Tax income	5,349	5,555	5,680	5,836	5,997	6,162
<b>Other grants</b>						
Council Tax Freeze grant 2014/15	63	-	-	-	-	-
New homes bonus (2011/12 - 2016/17)	62	62	62	-	-	-
New homes bonus (2012/13 - 2017/18)	153	153	153	153	-	-
New homes bonus (2013/14 - 2018/19)	244	244	244	244	244	-
New homes bonus (2014/15 - 2019/20)	107	107	107	107	107	107
New homes bonus (2015/16 - 2020/21)	-	86	86	86	86	86
Collection fund surplus/deficit (-)	60	156	-	-	-	-
<b>Total other grants and contributions</b>	<b>689</b>	<b>808</b>	<b>652</b>	<b>590</b>	<b>437</b>	<b>193</b>
<b>Total Income from Grants and Taxation</b>	<b>9,589</b>	<b>9,546</b>	<b>9,414</b>	<b>9,392</b>	<b>9,317</b>	<b>9,174</b>

**ADUR:**  
**Revenue Budget Report**



**APPENDIX 1**

<b>ADUR DISTRICT COUNCIL</b>						
<b>Revenue Budget Summary Statement 2014/15 - 2019/20</b>						
	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
<b>(Surplus) / Shortfall in Resources</b>	<b>(51)</b>	<b>462</b>	<b>1,497</b>	<b>1,903</b>	<b>2,453</b>	<b>3,010</b>
<b>Contribution to (-) / Use of Reserves to Balance</b>						
Capacity issues reserve	(51)	-	-	-	-	-
<b>Total Income from Reserves</b>	<b>(51)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>AMOUNT REQUIRED TO BALANCE BUDGET</b>	<b>-</b>	<b>462</b>	<b>1,497</b>	<b>1,903</b>	<b>2,453</b>	<b>3,010</b>
<b>Savings agreed in December</b>						
As per main budget report		520	520	520	520	520
Restructure - 'Getting in shape'		43	43	43	43	43
<b>Savings agreed in January</b>						
Closure of the TIC		9	9	9	9	9
Final adjustments to the allocation of the December savings between the two Councils		(48)	(48)	(48)	(48)	(48)
<b>Total savings identified</b>		<b>524</b>	<b>524</b>	<b>524</b>	<b>524</b>	<b>524</b>
<b>Savings still to be found/ (surplus)</b>		<b>(62)</b>	<b>973</b>	<b>1,379</b>	<b>1,929</b>	<b>2,486</b>
Council Tax increase		1.50%	2.00%	2.50%	2.50%	2.50%

**ADUR DISTRICT COUNCIL**  
**Net new items identified by budget holders**

DESCRIPTION	2015/16 £'000	2016/17 £'000	2017/18 £'000
<b>(a) CORPORATE</b>			
<b>One-off costs associated with the delay in selling the Civic Centre</b>			
Continued opening of the Adur Civic Centre pending sale of the building	133.0		
Deferral of investment income due to delay in the sale of the Civic Centre	182.0		
<b>Less: Funding from reserves</b>	<b>(315.0)</b>		
	-		
<b>(b) CUSTOMER SERVICES</b>			
Reduction in Housing Benefit Administration Grant	23.0	23.0	23.0
Final adjustment to remove 'loss' on land charges. Statutorily the account should break even.	(29.0)	(29.0)	(29.0)
<b>(c) COMMUNITIES</b>			
Removal of growth item approved in December for Leisure Client costs which are no longer needed.	(8.0)	(8.0)	(8.0)
<b>(d) DIGITAL AND RESOURCES</b>			
Additional cost arising from the renewal of CenSus IT maintenance agreement	8.0	8.0	8.0
<b>(e) ECONOMY</b>			
Removal of growth item approved in December for car park salaries which is no longer needed.	(3.0)	(3.0)	(3.0)
<b>(f) Final adjustment to inflation allowance</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>
<b>NET IMPACT</b>	<b>(6.0)</b>	<b>(6.0)</b>	<b>(6.0)</b>

**ADUR:**  
**Revenue Budget Report**

Non-Committed growth	When / Value?			2015/16			
	2015/16	2016/17	Beyond	Adur	Adur - HRA	Worthing	Total
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b><u>ECONOMY DIRECTORATE</u></b>							
<b><u>Major Projects Team</u></b>							
Three new major project managers to help design and deliver our major infrastructure projects	90.0						
<b>Less:</b> Contribution from WSCC	-35.0						
Net cost of new team	55.0	145.0	145.0	27.5		27.5	55.0
<b><i>Benefit/deliverables (outputs, impact on financial savings)</i></b> If we delivered our 15 major regeneration projects we would create 136,000m2 of business land, create 5,000 new jobs, 1,000 jobs in construction and safeguard a further 1,300 jobs. In the same period if we built the 7,000 new homes planned for in our emerging Local Plans in the next 10 years, we could generate an additional £9m-£10m in council tax revenue for the authorities.							
<b><i>Implication of unsuccessful bid</i></b> Progress on large projects has been slow in recent years due to a lack of resources to take these initiatives forward. There is an opportunity to move the projects forward in the current economic climate which may be lost if we do not invest at this stage							

**APPENDIX 3**

Non-Committed growth	When / Value?			2015/16			
	2015/16	2016/17	Beyond	Adur	Adur - HRA	Worthing	Total
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b><u>CHIEF EXECUTIVE</u></b>							
<p><b><i>Organisational Development</i></b>                      To provide funding for three streams of work:                      i) The essential development of the new Operational Leadership Group (OLG) which will encompass both personal and group development to help the new staff to step up to the new leadership roles.                      ii) To deliver talent management approach (initially with GSK) to provide accelerated development to key high potential staff in the organisation.                      iii) Improving our Digital competence.</p>	35.0	35.0	35.0	14.0		21.0	35.0
	90.0	180.0	180.0	41.5	0.0	48.5	90.0

**ADUR:**  
**Revenue Budget Report**
**APPENDIX 4**
**SCHEDULE OF EARMARKED RESERVES**

Reserve	Balance as at 01.04.14 per note 8 of 13/14 SoA	Planned Contributions	Planned Withdrawals	Forecast Balance as at 01.04.15	Planned Contributions	Planned Withdrawals	Forecast Balance as at 31.03.16
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>1. CAPACITY ISSUES FUND</b> <b>Purpose:</b> To enable the Council to fund one-off initiatives. Now includes Carry Forward Reserve.	1,766	173 *see below	(1,506)	433	62 **see below	(378)	117
<b>2. PARTNERSHIP DEVELOPMENT FUND</b> <b>Purpose:</b> To fund the initial set up costs of the partnership.	52	-	(52) *see below	-	-	-	-
<b>3. INSURANCE FUND</b> <b>Purpose:</b> To offset the costs of insurance excesses and fund insurance risk management initiatives.	160	30	(9)	181	-	(6)	175

\* To be confirmed at year end. Includes transfer in of Reserves 2, 6, 11 and 12 to rationalise the reserves.

\*\* Includes an estimated £62k surplus from revenue budget to be considered as part of this report.

C – Withdrawal to support the Capital Programme, R – Withdrawal to support the Revenue Budget

**APPENDIX 4**

Reserve	Balance as at 01.04.14	Planned Contributions	Planned Withdrawals	Forecast Balance as at 01.04.15	Planned Contributions	Planned Withdrawals	Forecast Balance as at 31.03.16
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>4. INVESTMENT PROPERTY MAINTENANCE FUND</b> <b>Purpose:</b> To offset future maintenance costs of investment properties.	68	-	-	68	-	-	68
<b>5. BUILDING MAINTENANCE FUND</b> <b>Purpose:</b> To offset the future maintenance costs of the Council's operation buildings.	151	-	(151)	-	-	-	-
<b>6. PERFORMANCE REWARD GRANT</b> <b>Purpose:</b> Balance of unspent grant earmarked for spending on projects to achieve agreed LAA outcomes.	26	-	(26) *see Capacity Issues Reserve above (No.1)	-	-	-	-
<b>C – Withdrawal to support the Capital Programme, R – Withdrawal to support the Revenue Budget</b>							

**ADUR:**  
**Revenue Budget Report**
**APPENDIX 4**
**SCHEDULE OF EARMARKED RESERVES**

Reserve	Balance as at 01.04.14	Planned Contributions	Planned Withdrawals	Forecast Balance as at 01.04.15	Planned Contributions	Planned Withdrawals	Forecast Balance as at 31.03.16
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
7. <b>NEW TECHNOLOGY FUND</b> Purpose: To fund additional IT equipment.	22	-	-	22	-	-	22
8. <b>HEALTH AND SAFETY FUND</b> Purpose: To offset unexpected costs arising from health and safety issues.	33	-	-	33	-	-	33
9. <b>LOCAL PLAN RESERVE</b> To fund consultation and preparation of Adur Local Plan	140	-	(97)	43	-	(43)	-
10. <b>SPECIAL &amp; OTHER EMERGENCY RESERVE</b>	350	-	(40)	310	-	-	310
11. <b>VEHICLE REPAIR AND RENEWAL</b> To fund future maintenance	29	-	(29)	-	-	-	-
			*see Capacity Iss Res above				
<b>C – Withdrawal to support the Capital Programme, R – Withdrawal to support the Revenue Budget</b>							

**SCHEDULE OF EARMARKED RESERVES**

Reserve	Balance as at 01.04.14	Planned Contributions	Planned Withdrawals	Forecast Balance as at 01.04.15	Planned Contributions	Planned Withdrawals	Forecast Balance as at 31.03.16
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>12. OTHER SMALL RESERVES (under £20,000)</b>	14	-	(14)	-	-	-	-
All other reserves held with a balance under £20,000			*see Capacity Iss Res above				
<b>13. ELECTION RESERVE***</b>	10	-	(2)	8	-	-	8
<b>14. GRANTS &amp; CONTRIBUTIONS HELD IN RESERVES</b>	259	-	-	259	-	-	259
<b>15. RESIDUAL PROJECTED UNDERSPEND</b>	-	8	-	8	-	-	8
Reserves to be identified at outturn.		*see below					
<b>16. GENERAL FUND WORKING BALANCE</b>	859	-	-	859	-	-	859
<b>TOTAL</b>	<b>3,939</b>	<b>211</b>	<b>(1,926)</b>	<b>2,224</b>	<b>62</b>	<b>(427)</b>	<b>1,859</b>

\*To be confirmed at year end

\*\*\*Election Reserve separated out from Other Small Reserves, which have been transferred to Capacity Issues Reserve  
C – Withdrawal to support the Capital Programme, R – Withdrawal to support the Revenue Budget

**BUDGET CONSULTATION 2014**

Before you start the survey please be aware that you are required to give an answer for all the multiple choice questions.

In order for us to be able to analyse the results in the best way possible, please could you tell us the following:

**ABOUT YOU:**

**1. Do you live in:**

Adur District Council	1,726
Worthing Borough Council	2,575

**2. Do you currently claim Council Tax Benefit?**

Adur		
Yes	313	(18.1%)
No	1,413	(81.9%)

**3. Do you think the Council should reduce the amount of financial support we give to residents on low incomes by increasing the amount we ask them to pay in Council Tax? (some residents on very low incomes currently pay no Council Tax)**

Adur		
Yes	983	(57.0%)
No	743	(43.0%)

This can be further broken down between those that claim benefit and those that don't as follows:

Adur	Yes	No
Council Tax Benefit claimants	25.2% (79)	74.8% (234)
Other residents	64.0% (904)	36.0% (509)

**BUDGET CONSULTATION 2014**

We have come up with 4 ideas of how we could make changes to our current scheme. Please could you answer all the questions:

**IDEA 1**

**4. All working age claimants should pay something?**

Adur		
Strongly Agree	693	(40.2%)
Agree	704	(40.8%)
Disagree	192	(11.1%)
Strongly Disagree	137	(7.9%)

**5. Some claimants currently have no Council Tax to pay because they receive the maximum level of Council Tax support. After Council Tax support has been awarded to these working age claimants, should they be asked to pay?**

Adur		
Nothing	335	(19.4%)
At least £2.50 per week	565	(32.7%)
At least £5.00 per week	540	(31.3%)
More than £5.00 per week	286	(16.6%)

**IDEA 2**

**6. Working age claimants living in larger properties should pay proportionately more than claimants living in smaller properties?**

Adur		
Strongly Agree	511	(29.6%)
Agree	670	(38.8%)
Disagree	267	(15.5%)
Strongly Disagree	146	(8.5%)
I don't know	132	(7.6%)

**BUDGET CONSULTATION 2014**

**IDEA 2**

7. **Do you think the maximum support a claimant is entitled to should be higher or lower than the average Council Tax Band C (equivalent to £1,404.32 in Adur and £1,350.32 per year in Worthing)?**

Adur		
More than Band C	145	(8.4%)
Same as Band C	870	(50.4%)
Less than Band C	711	(41.2%)

**IDEA 3**

8. **Some people can afford to pay their Council Tax, but they pay a lower amount because a family member or friend (who is on a low income) lives with them. Do you think these awards should stop for working age claimants?**

Adur		
Strongly Agree	756	(43.8%)
Agree	666	(38.6%)
Disagree	206	(11.9%)
Strongly Disagree	98	(5.7%)

**IDEA 4**

9. **Working age claimants with savings should pay more than those with little or no savings? (The current savings cap set by the government is £16,000).**

Adur		
Strongly Agree	302	(17.5%)
Agree	532	(30.8%)
Disagree	530	(30.7%)
Strongly Disagree	362	(21.0%)

**BUDGET CONSULTATION 2014**

**IDEA 4**

10. **What is the level of savings people can have and still be able to claim benefit?**

Adur		
None	315	(18.3%)
£6,000	408	(23.6%)
£10,000	450	(26.1%)
More than £10,000	553	(32.0%)

11. **If these ideas go ahead, what level of impact do you think this would have on your household?**

Adur		
High Impact	107	(6.2%)
Medium Impact	213	(12.3%)
Low Impact	334	(19.4%)
No Impact	742	(43.0%)
I don't know	330	(19.1%)

**COUNCIL TAX FOR NEXT YEAR**

The councils have managed to freeze council tax for the past four years despite a reduction in government grant of over 40%. Both councils expect a further reduction in a grant for 2015-16 of around 20% which is equivalent to £516,000 for Adur District Council and £778,000 for Worthing Borough Council.

12. **With this in mind, would you prefer...**

Adur		
A small increase which will help the Councils to protect priority services	1106	64.1%
To freeze Council Tax for the fourth year in a row and cut services	620	35.9%



## DECISION

The following appendices have been updated to reflect the recommendations from Executive as laid out in the Record of Decisions.

### THE DECISION OF THE EXECUTIVE

At its meeting on the 3<sup>rd</sup> February, 2015, the Executive:

- (i) Considered and agreed to include the growth items detailed at Appendix 3 within the revenue budget in 2015/16;
- (ii) Agreed to recommend to Council the draft budgets for 2015/16 at Appendix 7 as submitted in Executive Member Portfolio order, and the transfer to Reserves leading to a net budget requirement of £9,585,090 , subject to any amendments in (i) above;
- (iii) Approved the rationalisation of the reserves as outlined in paragraph 7.7
- (iv) Considered which Band D Council Tax to recommend to Council for Adur District Council's requirements in 2015/16 as set out in paragraph 12.3 determining that a 0% increase was recommended making the recommendation that the Council Tax Band D for Shoreham, Southwick, Sompting and Coombes for 2015/16 be £279.45 ;
- (v) Agreed to recommend to Council the special expenses of £17.82 per band D equivalent charged in all areas of the District except Lancing

The Chief Financial Officer reported verbally at the Executive that there:

- were no changes arising from the Local Government Settlement;
- was an increase in the income from the Business Rate Retention Scheme that has increased surplus business rates from £230,870 to £270,730. These changes have been incorporated into the following appendices.

### DECISION OF THE COUNCIL

At its meeting on the 19<sup>th</sup> February, 2015 the Adur Council agreed a 0% Council Tax for 2015/16.

The Council agreed the following:

- (a) for the whole Council area as **20,155.6** [Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (the "Act")]; and
- (b) for dwellings in those parts of its area to which a Parish precept relates as in Appendix C of the Council Tax Resolution papers.

## DECISION OF THE COUNCIL

That the Council Tax requirement for the Council's own purposes for 2015/16 (excluding Parish precepts) is **£5,472,850**.

That the following amounts be calculated by the Council for the year 2015/16 in accordance with Sections 31 to 36 of the Act:

- (a) **£46,698,380** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils
- (b) **£40,860,660** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
- (c) **£5,837,720** being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act, as its Council Tax requirement for the year. (Item R), in the formula in Section 31B of the Act).
- (d) **£289.63** being the amount at 3(c) above (Item R), all divided by Item T (1(a) above), calculated by the Council in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).
- (e) **£364,870** being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act (as per the attached Appendix C).
- (f) **£271.53** being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year.
- (g) **£252,710** being the aggregate amount of all special expenses (not applicable in the Lancing Parish area)
- (h) **£259.02** being the amount at 3(d) above less the result given by dividing the amount at 3(e) and 3(g) above by Item T (1a above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept or Special Expense relates.

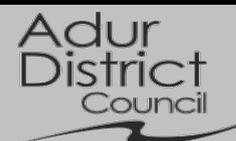
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**APPENDIX 7**  
**CIVIC BUDGET TABLE 2015/16**  
**Summary of Executive Member Requirements**

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**INDIVIDUAL MEMBER PORTFOLIOS**  
**Summary and Variance Pages**

**ADUR BUDGET 2015/16**  
**Summary of Executive Member Portfolios**



**APPENDIX 7**

<b>EXECUTIVE PORTFOLIO</b>	<b>ESTIMATE 2014/15</b>	<b>ESTIMATE 2015/16</b>
	<b>£</b>	<b>£</b>
Environment	3,150,480	3,176,270
Health and Wellbeing	1,011,480	1,155,320
Customer Services	1,179,930	1,094,360
Leader	543,470	666,010
Regeneration	1,804,090	1,766,380
Resources	1,992,040	1,954,140
Support Services Depreciation Not Charged To Services	607,620	460,930
<b>NET SERVICE EXPENDITURE</b>	<b>10,289,110</b>	<b>10,273,410</b>
Credit Back Depreciation / Impairments	(1,366,190)	(1,403,250)
Minimum Revenue Provision	963,680	995,830
	<b>9,886,600</b>	<b>9,865,990</b>
Transfer to / from Reserves	(308,520)	(301,000)
Balance Available to Transfer To / (From) Reserves	51,060	40,870
<b>TOTAL BUDGET REQUIREMENT BEFORE EXTERNAL SUPPORT FROM GOVERNMENT</b>	<b>9,629,140</b>	<b>9,605,860</b>
Baseline Funding	(1,573,830)	(1,603,900)
Additional business rate income	(142,540)	(270,730)
Revenue Support Grant	(1,834,780)	(1,347,920)
Council Tax Reduction Scheme Grant	(40,000)	(40,000)
Council Tax Freeze Grant	(63,720)	(62,550)
Other unfenced grants (New homes bonus & Ctax Transition)	(565,600)	(652,190)
Contribution to/ (from) Collection Fund	(60,130)	(155,720)
<b>AMOUNT REQUIRED FROM COUNCIL TAX</b>	<b>5,348,540</b>	<b>5,472,850</b>
<b>COUNCIL TAX BASE</b>	<b>19,697.8</b>	<b>20,155.6</b>
<b>Average Band D Council Tax - Adur District</b>	<b>271.53</b>	<b>271.53</b>
% increase	-1%	0.00%

SERVICE	ESTIMATE 2014/2015	ESTIMATE 2015/2016
	£	£
<b>DIRECTOR FOR DIGITAL AND RESOURCES</b>		
<b>Business and Technical Services</b>		
Engineering	124,370	115,340
Surveying & Design	196,810	206,890
	<b>321,180</b>	<b>322,230</b>
<b>DIRECTOR FOR COMMUNITIES</b>		
<b>Environment</b>		
Allotments	60,600	55,200
Cemeteries	239,910	247,560
Parks	744,790	798,310
	<b>1,045,300</b>	<b>1,101,070</b>
<b>Wellbeing</b>		
Environmental Health - Commercial	84,930	105,530
Environmental Health - Domestic	387,050	378,070
	<b>471,980</b>	<b>483,600</b>
<b>DIRECTOR OF ECONOMY</b>		
<b>Growth</b>		
Car Parking	(95,360)	(106,050)
Regeneration	64,890	59,010
	<b>(30,470)</b>	<b>(47,040)</b>
<b>DIRECTOR OF CUSTOMER SERVICES</b>		
<b>Waste and Cleansing</b>		
Abandoned Vehicles	17,250	24,310
Clinical Waste	12,650	18,160
Compliance	-	-
Graffiti	60,290	15,480
Obsolete	-	-
Recycling	(58,590)	(50,300)
Refuse	812,290	850,130
Street Cleansing	577,260	572,420
Trade Refuse	(78,660)	(113,790)
	<b>1,342,490</b>	<b>1,316,410</b>
<b>TOTAL ENVIRONMENT PORTFOLIO</b>	<b>3,150,480</b>	<b>3,176,270</b>

## ADUR - ENVIRONMENT PORTFOLIO - 2015/2016 - SUBJECTIVE ANALYSIS

SERVICE / ACTIVITY	Employees	Premises	Transport	Supplies & Services	Third Party	Income	Service Controlled Budget	Direct Recharges	Support	Capital Charges	TOTAL BUDGET
	£	£	£	£	£	£	£		£	£	£
<b>DIRECTOR FOR DIGITAL &amp; RESOURCES</b>											
<b>Business and Technical Services</b>											
Engineering	-	44,760	-	20,400	-	(7,690)	57,470	27,400	5,690	24,780	115,340
Surveying & Design	-	150,040	-	120	-	(320)	149,840	33,220	2,430	21,400	206,890
<b>DIRECTOR FOR COMMUNITIES</b>											
<b>Environment</b>											
Allotments	-	39,820	-	-	-	(40,300)	(480)	8,560	44,800	2,320	55,200
Cemeteries	-	260,260	-	-	-	(161,610)	98,650	82,580	50,520	15,810	247,560
Parks	-	244,360	-	46,850	-	(141,570)	149,640	336,850	214,910	96,910	798,310
<b>Wellbeing</b>											
Environmental Health - Commercial	-	-	-	1,570	-	(660)	910	69,190	35,050	380	105,530
Environmental Health - Domestic	-	-	-	20,000	4,560	(11,150)	13,410	74,890	287,510	2,260	378,070
<b>DIRECTOR OF ECONOMY</b>											
<b>Growth</b>											
Car Parking	-	102,410	-	184,120	-	(496,450)	(209,920)	70,220	27,590	6,060	(106,050)
Regeneration	-	50	1,020	38,910	-	(27,920)	12,060	6,460	1,840	38,650	59,010
<b>DIRECTOR OF CUSTOMER SERVICES</b>											
<b>Waste and Cleansing</b>											
Abandoned Vehicles	-	-	1,080	-	4,690	-	5,770	15,120	3,420	-	24,310
Clinical Waste	-	-	-	-	-	-	0	(2,470)	20,630	-	18,160
Compliance	-	-	-	-	-	-	0	-	-	-	0
Graffiti	-	-	-	-	-	-	0	10,310	3,420	1,750	15,480
Recycling	-	-	-	-	-	-	0	(259,480)	126,980	82,200	(50,300)
Refuse	-	-	-	-	-	-	0	613,010	118,030	119,090	850,130
Street Cleansing	-	-	-	-	-	(122,900)	(122,900)	584,480	74,640	36,200	572,420
Trade Refuse	-	-	-	190,530	-	(504,730)	(314,200)	143,290	33,800	23,320	(113,790)
	<b>0</b>	<b>841,700</b>	<b>2,100</b>	<b>502,500</b>	<b>9,250</b>	<b>(1,515,300)</b>	<b>(159,750)</b>	<b>1,813,630</b>	<b>1,051,260</b>	<b>471,130</b>	<b>3,176,270</b>
<b>Percentage Direct Cost</b>	0%	62%	0%	37%	1%						

**ENVIORNMENT SERVICES - SUMMARY OF CHANGES SINCE THE ORIGINAL BUDGET - 2015/16**

SERVICE / ACTIVITY	Original Estimate 2014/15	Inflation	One off - items	Committed Growth	Savings	Non-MTFP Other Changes	Virements	Recharges	Joint Transfers	Asset Hire/ Impairment	TOTAL BUDGET
<b>DIRECTOR FOR DIGITAL &amp; RESOURCES</b>	£	£	£	£	£	£	£	£	£	£	£
<b>Business and Technical Services</b>											
Engineering	124,370	1,270	-	-	(7,120)	(3,180)	-	(27,960)	-	24,780	115,340
Surveying & Design	196,810	1,540	-	5,300	-	3,240	-	(18,160)	-	21,400	206,890
<b>DIRECTOR FOR COMMUNITIES</b>											
<b>Environment</b>											
Allotments	60,600	-	-	-	-	(5,400)	1,060	(8,780)	-	2,320	55,200
Cemeteries	239,910	1,900	-	-	-	5,750	12,030	(22,090)	-	15,810	247,560
Parks	744,790	6,730	-	-	(13,000)	59,790	(6,040)	152,900	(183,980)	96,910	798,310
<b>Wellbeing</b>											
Environmental Health - Commercial	84,930	20	-	-	-	20,580	-	20,200	-	380	105,530
Environmental Health - Domestic	387,050	250	-	-	-	(9,230)	-	(11,490)	-	2,260	378,070
<b>DIRECTOR OF ECONOMY</b>											
<b>Growth</b>											
Car Parking	(95,360)	(4,540)	-	21,500	-	(27,650)	-	(33,710)	-	6,060	(106,050)
Regeneration	64,890	20	-	10,000	-	(15,900)	-	(54,550)	-	38,650	59,010
<b>DIRECTOR OF CUSTOMER SERVICES</b>											
<b>Waste and Cleansing</b>											
Abandoned Vehicles	17,250	20	-	-	-	7,040	-	7,040	-	-	24,310
Clinical Waste	12,650	-	-	-	-	5,510	-	5,510	-	-	18,160
Compliance	-	-	-	-	-	-	-	-	-	-	0
Graffiti	60,290	-	-	-	-	(44,810)	-	(46,560)	-	1,750	15,480
Recycling	(58,590)	-	-	-	-	8,290	-	(73,910)	-	82,200	(50,300)
Refuse	812,290	-	-	-	-	37,840	-	(81,250)	-	119,090	850,130
Street Cleansing	577,260	(2,410)	-	-	-	(2,430)	-	(38,630)	-	36,200	572,420
Trade Refuse	(78,660)	(6,010)	-	-	(8,000)	(21,120)	-	(44,440)	-	23,320	(113,790)
<b>TOTAL COST</b>	<b>3,150,480</b>	<b>(1,210)</b>	<b>0</b>	<b>36,800</b>	<b>(28,120)</b>	<b>18,320</b>	<b>7,050</b>	<b>(275,880)</b>	<b>(183,980)</b>	<b>471,130</b>	<b>3,176,270</b>

SERVICE	ESTIMATE 2014/2015	ESTIMATE 2015/2016
	£	£
<b>DIRECTOR OF COMMUNITIES</b>		
<b>Environment</b>		
Foreshores	(1,470)	(18,310)
	<b>(1,470)</b>	<b>(18,310)</b>
<b>Housing</b>		
Adur Homes	(34,230)	(30,680)
Adur Homes - Non-service	-	1,040
	<b>(34,230)</b>	<b>(29,640)</b>
<b>Wellbeing</b>		
Community Wellbeing	550,730	543,310
Community Safety	145,370	166,260
Environment Health - Commercial	120,630	139,110
Environment Health - Licensing	64,840	95,290
	<b>881,570</b>	<b>943,970</b>
<b>Business and Technical Services</b>		
Business Services	42,740	46,220
Engineering	100,560	163,760
Energy & Sustainability	22,310	49,320
	<b>165,610</b>	<b>259,300</b>
<b>TOTAL FOR HEALTH AND WELLBEING</b>	<b>1,011,480</b>	<b>1,155,320</b>

**ADUR - HEALTH AND WELLBEING PORTFOLIO - 2015/2016 - SUBJECTIVE ANALYSIS**

SERVICE / ACTIVITY	Employees	Premises	Transport	Supplies & Services	Third Party	Income	Service Controlled Budget	Direct Recharges	Support	Capital Charges	TOTAL BUDGET
	£	£	£	£	£	£	£		£	£	£
<b>DIRECTOR OF COMMUNITIES</b>											
<b>Environment</b>											
Foreshores	-	11,790	-	8,430	-	(84,120)	(63,900)	9,730	20,150	15,710	(18,310)
<b>Housing</b>											
Adur Homes	92,950	-	6,240	46,020	38,870	(264,580)	(80,500)	-	36,090	13,730	(30,680)
Adur Homes - Non Service	-	1,040	-	-	-	-	1,040	-	-	-	1,040
<b>Wellbeing</b>											
Community Wellbeing	18,430	-	-	222,540	-	-	240,970	266,520	35,820	-	543,310
Community Safety	-	1,270	-	25,240	-	-	26,510	109,760	29,990	-	166,260
Environment Health - Commercial	-	-	-	8,470	-	-	8,470	109,310	21,330	-	139,110
Environment Health - Licensing	-	-	-	12,700	-	(104,960)	(92,260)	153,550	34,000	-	95,290
<b>DIRECTOR OF DIGITAL &amp; RESOURCES</b>											
<b>Business and Technical Services</b>											
Business Services	-	-	-	-	-	-	0	43,290	2,930	-	46,220
Engineering	-	9,430	-	12,220	-	-	21,650	70,000	9,510	62,600	163,760
Energy & Sustainability	-	-	-	-	-	-	0	49,320	-	-	49,320
<b>TOTAL STAFF</b>											
<b>TOTAL COST</b>	<b>111,380</b>	<b>23,530</b>	<b>6,240</b>	<b>335,620</b>	<b>38,870</b>	<b>(453,660)</b>	<b>61,980</b>	<b>811,480</b>	<b>189,820</b>	<b>92,040</b>	<b>1,155,320</b>
<b>Percentage Direct Cost</b>	22%	5%	1%	65%	8%						

An explanation of the changes to the budget since last year is provided on the previous page - the Variation page  
Staff FTE = Number of staff based on full time equivalent

## HEALTH AND WELLBEING SERVICES - SUMMARY OF CHANGES SINCE THE ORIGINAL BUDGET - 2015/16

SERVICE / ACTIVITY	Original Estimate 2014/15	Inflation	One off - items	Committed Growth	Compensatory savings	Impact of Capital programme	Additional Income	Savings	Non-MTFP Other Changes	TOTAL BUDGET
	£	£	£	£	£	£		£	£	£
<b>DIRECTOR OF COMMUNITIES</b>										
<b>Environment</b>										
Foreshores	(1,470)	(1,070)	-	-	-	-	-	(11,000)	(4,770)	(18,310)
<b>Housing</b>										
Adur Homes	(34,230)	(1,220)	-	-	-	-	-	-	4,770	(30,680)
Adur Homes - Non Service	-	-	-	-	-	-	-	-	1,040	1,040
<b>Wellbeing</b>										
Community Wellbeing	550,730	240	-	-	-	-	-	(7,280)	(380)	543,310
Community Safety	145,370	520	-	400	-	-	-	-	19,970	166,260
Environment Health - Commercial	120,630	160	-	-	-	-	-	-	18,320	139,110
Environment Health - Licensing	64,840	(1,810)	-	-	-	-	-	-	32,260	95,290
<b>DIRECTOR OF DIGITAL &amp; RESOURCES</b>										
<b>Business and Technical Services</b>										
Business Services	42,740	-	-	-	-	-	-	-	3,480	46,220
Engineering	100,560	440	-	-	-	-	-	-	62,760	163,760
Energy & Sustainability	22,310	-	-	-	-	-	-	-	27,010	49,320
<b>TOTAL COST</b>	<b>1,011,480</b>	<b>(2,740)</b>	<b>0</b>	<b>400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(18,280)</b>	<b>164,460</b>	<b>1,155,320</b>

**CUSTOMER SERVICES  
PORTFOLIO**

SERVICE	ESTIMATE 2014/2015	ESTIMATE 2015/2016
	£	£
<b>DIRECTOR OF COMMUNITIES</b>		
<b>Leisure</b>		
Leisure Strategic Support	568,980	544,490
	<b>568,980</b>	<b>544,490</b>
<b>DIRECTOR OF CUSTOMER SERVICES</b>		
<b>Revenues and Benefits</b>		
Revenues	454,580	393,560
Benefits	156,370	156,310
	<b>610,950</b>	<b>549,870</b>
<b>TOTAL FOR CUSTOMER SERVICES</b>	<b>1,179,930</b>	<b>1,094,360</b>

## ADUR - CUSTOMER SERVICES PORTFOLIO - 2015/2016 - SUBJECTIVE ANALYSIS

SERVICE / ACTIVITY	Employees	Premises	Transport	Supplies & Services	Third Party	Income	Service Controlled Budget	Direct Recharges	Support	Capital Charges	TOTAL BUDGET
	£	£	£	£	£	£	£		£	£	£
<b>DIRECTOR OF COMMUNITIES</b>											
<b>Leisure</b>											
Leisure Strategic Support	-	45,530	-	9,190	180,000	(8,940)	225,780	12,080	8,660	297,970	544,490
<b>DIRECTOR OF CUSTOMER SERVICES</b>											
<b>Revenues and Benefits</b>											
Revenues	-	-	11,050	-	496,990	(246,840)	261,200	3,330	129,030	-	393,560
Benefits	-	-	11,050	12,740	21,384,380	(21,446,020)	(37,850)	3,330	190,830	-	156,310
<b>TOTAL STAFF</b>											
<b>TOTAL COST</b>	<b>0</b>	<b>45,530</b>	<b>22,100</b>	<b>21,930</b>	<b>22,061,370</b>	<b>(21,701,800)</b>	<b>449,130</b>	<b>18,740</b>	<b>328,520</b>	<b>297,970</b>	<b>1,094,360</b>
<b>Percentage Direct Cost</b>	0%	0%	0%	0%	100%						
<p>An explanation of the changes to the budget since last year is provided on the previous page - the Variation page  Staff FTE = Number of staff based on full time equivalent</p>											

ADUR CUSTOMER SERVICES - SUMMARY OF CHANGES SINCE THE ORIGINAL BUDGET - 2015/16

SERVICE / ACTIVITY	Original Estimate 2014/15	Inflation	One off - items	Committed Growth	Compensatory savings	Impact of Capital programme	Additional Income	Savings	Non-MTFP Other Changes	TOTAL BUDGET
	£	£	£	£	£	£		£	£	£
<b>DIRECTOR OF COMMUNITIES</b>										
<b>Leisure</b>										
Leisure Strategic Support	568,980	270	-	(8,000)	-	-	-	(10,460)	(6,300)	544,490
<b>DIRECTOR OF CUSTOMER SERVICES</b>										
<b>Revenues and Benefits</b>	-	-	-	-	-	-	-	-	-	0
Revenues	454,580	7,260	-	-	-	-	-	(39,060)	(29,220)	393,560
Benefits	156,370	750	-	23,960	-	-	-	(12,500)	(12,270)	156,310
<b>TOTAL COST</b>	<b>1,179,930</b>	<b>8,280</b>	<b>0</b>	<b>15,960</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(62,020)</b>	<b>(47,790)</b>	<b>1,094,360</b>

**LEADER  
PORTFOLIO**

SERVICE	ESTIMATE 2014/2015	ESTIMATE 2015/2016
	£	£
<b>CHIEF EXECUTIVE</b> <b>Communications</b> Performance and Scrutiny	32,460	15,750
	<b>32,460</b>	<b>15,750</b>
<b>DIRECTOR OF COMMUNITIES</b> <b>Wellbeing</b> Democratic Services	319,510	509,980
	<b>319,510</b>	<b>509,980</b>
<b>DIRECTOR OF CUSTOMER SERVICES</b> <b>Elections</b> Elections	191,500	140,280
	<b>191,500</b>	<b>140,280</b>
<b>TOTAL FOR LEADER</b>	<b>543,470</b>	<b>666,010</b>

ADUR - THE LEADER PORTFOLIO - 2015/2016 - SUBJECTIVE ANALYSIS

SERVICE / ACTIVITY	Employees	Premises	Transport	Supplies & Services	Third Party	Income	Service Controlled Budget	Direct Recharges	Support	Capital Charges	TOTAL BUDGET
	£	£	£	£	£	£	£		£	£	£
<b>CHIEF EXECUTIVE</b> <b>Communications</b> Performance and Scrutiny	-	-	-	-	-	-	0	9,260	6,490	-	15,750
<b>DIRECTOR OF COMMUNITIES</b> <b>Wellbeing</b> Democratic Services	168,540	-	-	24,760	-	(15,860)	177,440	69,370	263,170	-	509,980
<b>DIRECTOR OF CUSTOMER SERVICES</b> <b>Elections</b> Elections	650	-	-	41,080	-	(3,180)	38,550	84,520	14,280	2,930	140,280
<b>TOTAL STAFF</b>											
<b>TOTAL COST</b>	<b>169,190</b>	<b>0</b>	<b>0</b>	<b>65,840</b>	<b>0</b>	<b>(19,040)</b>	<b>215,990</b>	<b>163,150</b>	<b>283,940</b>	<b>2,930</b>	<b>666,010</b>
<b>Percentage Direct Cost</b>	72%	0%	0%	28%	0%						
<p>An explanation of the changes to the budget since last year is provided on the previous page - the Variation page                      Staff FTE = Number of staff based on full time equivalent</p>											

**THE LEADER - SUMMARY OF CHANGES SINCE THE ORIGINAL BUDGET - 2015/16**

SERVICE / ACTIVITY	Original Estimate 2014/15	Inflation	One off - items	Committed Growth	Compensatory savings	Impact of Capital programme	Additional Income	Savings	Non-MTFP Other Changes	TOTAL BUDGET
	£	£	£	£	£	£		£	£	£
<b>CHIEF EXECUTIVE</b>										
<b>Communications</b>										
Performance and Scrutiny	32,460	-	-	-	-	-	-	-	(16,710)	15,750
<b>DIRECTOR OF COMMUNITIES</b>										
<b>Wellbeing</b>										
Democratic Services	319,510	3,770	-	-	-	-	-	-	186,700	509,980
<b>DIRECTOR OF CUSTOMER SERVICES</b>										
<b>Elections</b>										
Elections	191,500	1,700	(39,930)	-	-	-	-	(5,880)	(7,110)	140,280
<b>TOTAL COST</b>	<b>543,470</b>	<b>5,470</b>	<b>(39,930)</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>(5,880)</b>	<b>162,880</b>	<b>666,010</b>

SERVICE	ESTIMATE 2014/2015	ESTIMATE 2015/2016
	£	£
<b>DIRECTOR FOR COMMUNITIES</b>		
<b>Housing</b>		
Adur Homes	72,770	68,310
Home Improvement Assistance	61,460	87,270
Housing	615,090	559,270
Housing Strategy	40,880	29,900
Obsolete	-	-
	<b>790,200</b>	<b>744,750</b>
<b>DIRECTOR OF ECONOMY</b>		
<b>Grants</b>		
Grants	55,030	38,340
	<b>55,030</b>	<b>38,340</b>
<b>Growth</b>		
Planning Policy	199,190	258,860
Major Projects	-	27,500
Development Control	383,090	384,970
Regeneration	238,030	187,400
	<b>820,310</b>	<b>858,730</b>
<b>DIRECTOR OF CUSTOMER SERVICES</b>		
<b>Building Control &amp; Land Charges</b>		
Building Control	138,550	124,560
	<b>138,550</b>	<b>124,560</b>
<b>TOTAL FOR REGENERATION</b>	<b>1,804,090</b>	<b>1,766,380</b>

## ADUR - REGENERATION PORTFOLIO - 2015/2016 - SUBJECTIVE ANALYSIS

SERVICE / ACTIVITY	Employees	Premises	Transport	Supplies & Services	Third Party	Income	Service Controlled Budget	Direct Recharges	Support	Capital Charges	TOTAL BUDGET
	£	£	£	£	£	£	£		£	£	£
<b>DIRECTOR FOR COMMUNITIES</b>											
<b>Housing</b>											
Adur Homes	24,680	468,450	420	520	-	(477,270)	16,800	-	50,220	1,290	68,310
Home Improvement Assistance	-	-	-	-	-	(32,460)	(32,460)	84,580	35,150	-	87,270
Housing	-	-	-	312,020	16,060	(120,070)	208,010	211,900	138,960	400	559,270
Housing Strategy	-	-	-	-	-	-	0	29,210	690	-	29,900
<b>DIRECTOR OF ECONOMY</b>											
<b>Grants</b>											
Grants	2,790	-	-	-	-	-	2,790	10,880	24,670	-	38,340
<b>Growth</b>											
Planning Policy	-	-	-	16,850	-	-	16,850	90,140	151,870	-	258,860
Major Projects	-	-	-	-	-	-	0	27,500	-	-	27,500
Development Control	-	-	-	8,170	5,100	(213,760)	(200,490)	499,680	85,780	-	384,970
Regeneration	-	-	-	46,160	-	-	46,160	112,020	29,220	-	187,400
<b>DIRECTOR OF CUSTOMER SERVICES</b>											
<b>Building Control &amp; Land Charges</b>											
Building Control	-	-	-	-	-	(167,990)	(167,990)	255,150	37,400	-	124,560
<b>TOTAL STAFF</b>											
<b>TOTAL COST</b>	<b>27,470</b>	<b>468,450</b>	<b>420</b>	<b>383,720</b>	<b>21,160</b>	<b>(1,011,550)</b>	<b>(110,330)</b>	<b>1,321,060</b>	<b>553,960</b>	<b>1,690</b>	<b>1,766,380</b>
<b>Percentage Direct Cost</b>	3%	52%	0%	43%	2%						

An explanation of the changes to the budget since last year is provided on the previous page - the Variation page

Staff FTE = Number of staff based on full time equivalent

REGENERATION SERVICES - SUMMARY OF CHANGES SINCE THE ORIGINAL BUDGET - 2015/16

SERVICE / ACTIVITY	Original Estimate 2014/15	Inflation	One off - items	Committed Growth	Compensatory savings	Impact of Capital programme	Additional Income	Savings	Non-MTFP Other Changes	TOTAL BUDGET
	£	£	£	£	£	£		£	£	£
<b>DIRECTOR FOR COMMUNITIES</b>										
<b>Housing</b>										
Adur Homes	72,770	540	-	-	-	-	-	(5,000)	-	68,310
Home Improvement Assistance	61,460	(640)	-	-	-	-	-	-	26,450	87,270
Housing	615,090	3,800	-	15,000	-	-	-	(1,600)	(73,020)	559,270
Housing Strategy	40,880	-	-	-	-	-	-	-	(10,980)	29,900
Obsolete	-	-	-	-	-	-	-	-	-	0
<b>DIRECTOR OF ECONOMY</b>										
<b>Grants</b>										
Grants	55,030	70	-	-	-	-	-	-	(16,760)	38,340
<b>Growth</b>										
Planning Policy	199,190	330	-	-	-	-	-	-	59,340	258,860
Major Growth	-	-	-	-	-	-	-	-	27,500	27,500
Development Control	383,090	(3,930)	-	-	-	-	-	-	5,810	384,970
Regeneration	238,030	350	-	-	-	-	-	-	(50,980)	187,400
<b>DIRECTOR OF CUSTOMER SERVICES</b>										
<b>Building Control &amp; Land Charges</b>										
Building Control	138,550	(3,060)	-	-	-	-	-	(12,000)	1,070	124,560
<b>TOTAL COST</b>	<b>1,804,090</b>	<b>(2,540)</b>	<b>0</b>	<b>15,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(18,600)</b>	<b>(31,570)</b>	<b>1,766,380</b>

SERVICE	ESTIMATE 2014/2015	ESTIMATE 2015/2016
	£	£
<b>DIRECTOR FOR DIGITAL AND RESOURCES</b>		
<b>Business and Technical Services</b>		
Other Buildings	309,870	227,890
	<b>309,870</b>	<b>227,890</b>
<b>Finance</b>		
Corporate Management	613,670	705,790
Finance - others	-	-
Treasury Management	668,420	590,330
	<b>1,282,090</b>	<b>1,296,120</b>
<b>DIRECTOR FOR COMMUNITIES</b>		
<b>Housing</b>		
Adur Homes	(90,580)	36,330
Adur Homes - Non service	702,200	640,300
	<b>611,620</b>	<b>676,630</b>
<b>DIRECTOR OF ECONOMY</b>		
<b>Growth</b>		
Estates	(216,370)	(241,890)
	<b>(216,370)</b>	<b>(241,890)</b>
<b>DIRECTOR OF CUSTOMER SERVICES</b>		
<b>Building Control &amp; Land Charges</b>		
Land Charges	4,830	(4,610)
	<b>4,830</b>	<b>(4,610)</b>
<b>TOTAL FOR RESOURCES</b>	<b>1,992,040</b>	<b>1,954,140</b>

**ADUR - RESOURCES PORTFOLIO - 2015/2016 - SUBJECTIVE ANALYSIS**

SERVICE / ACTIVITY	Employees	Premises	Transport	Supplies & Services	Third Party	Income	Service Controlled Budget	Direct Recharges	Support	Transfer to/from Reserves	Capital Charges	TOTAL BUDGET
	£	£	£	£	£	£	£		£		£	£
<b>DIRECTOR FOR DIGITAL &amp; RESOURCES</b>												
<b>Business and Technical Services</b>												
Other Buildings	-	57,480	-	4,010	-	-	61,490	30,270	5,970	-	130,160	227,890
<b>Finance</b>												
Corporate Management	2,580	120,390	-	176,020	14,000	(287,560)	25,430	442,670	316,560	(62,360)	(16,510)	705,790
Finance - others	-	-	-	-	-	-	0	-	-	-	-	0
Treasury Management	-	-	-	-	-	(336,860)	(336,860)	-	66,490	-	860,700	590,330
<b>DIRECTOR FOR COMMUNITIES</b>												
<b>Housing</b>												
Adur Homes	685,560	-	55,290	415,980	-	(1,259,960)	(103,130)	11,480	96,420	-	31,560	36,330
Adur Homes - Non service	1,184,830	-	-	(245,290)	14,630	(316,390)	637,780	-	-	-	2,520	640,300
<b>DIRECTOR OF ECONOMY</b>												
<b>Estates</b>												
Estates	4,290	80,680	-	14,430	-	(535,670)	(436,270)	35,930	158,450	-	-	(241,890)
<b>DIRECTOR OF CUSTOMER SERVICES</b>												
<b>Building Control &amp; Land Charges</b>												
Land Charges	-	-	-	19,130	-	(90,240)	(71,110)	53,930	12,570	-	-	(4,610)
<b>TOTAL STAFF</b>												
<b>TOTAL COST</b>	<b>1,877,260</b>	<b>258,550</b>	<b>55,290</b>	<b>384,280</b>	<b>28,630</b>	<b>(2,826,680)</b>	<b>(222,670)</b>	<b>574,280</b>	<b>656,460</b>	<b>(62,360)</b>	<b>1,008,430</b>	<b>1,954,140</b>
<b>Percentage Direct Cost</b>	72%	10%	2%	15%	1%							
<p align="center">An explanation of the changes to the budget since last year is provided on the previous page - the Variation page                      Staff FTE = Number of staff based on full time equivalent</p>												

**RESOURCES SERVICES - SUMMARY OF CHANGES SINCE THE ORIGINAL BUDGET - 2015/16**

SERVICE / ACTIVITY	Original Estimate 2014/15	Inflation	One off - items	Committed Growth	Compensatory savings	Impact of Capital programme	Additional Income	Savings	Non-MTFP Other Changes	TOTAL BUDGET
	£	£	£	£	£	£		£	£	£
<b>DIRECTOR FOR DIGITAL &amp; RESOURCES</b>										
<b>Business and Technical Services</b>										
Other Buildings	309,870	1,380	-	-	-	-	-	(20,000)	(63,360)	227,890
<b>Finance</b>										
Corporate Management	613,670	5,300	-	-	-	-	-	-	86,820	705,790
Finance - others	-	-	-	-	-	-	-	-	-	0
Treasury Management	668,420	-	-	-	-	(43,790)	(5,000)	-	(29,300)	590,330
<b>DIRECTOR FOR COMMUNITIES</b>										
<b>Housing</b>										
Adur Homes	(90,580)	16,800	-	-	-	-	-	(100,000)	210,110	36,330
Adur Homes - Non service	702,200	5,680	-	-	(8,000)	-	-	1,030	(60,610)	640,300
<b>DIRECTOR OF ECONOMY</b>										
<b>Estates</b>										
Estates	(216,370)	(9,660)	-	67,000	-	-	-	(12,510)	(70,350)	(241,890)
<b>DIRECTOR OF CUSTOMER SERVICES</b>										
<b>Building Control &amp; Land Charges</b>										
Land Charges	4,830	(1,300)	-	-	-	-	-	(4,830)	(3,310)	(4,610)
<b>TOTAL COST</b>	<b>1,992,040</b>	<b>18,200</b>	<b>0</b>	<b>67,000</b>	<b>(8,000)</b>	<b>(43,790)</b>	<b>(5,000)</b>	<b>(136,310)</b>	<b>70,000</b>	<b>1,954,140</b>

	2014/15 Estimate	2014/15 Revised	2015/16 Estimate
	£	£	£
<b>COUNCIL TAX</b>			
<b>Payments</b>			
Adur District Council Demand	5,348,543	5,348,544	5,472,850
WSCC Precept	22,888,647	22,888,647	23,420,606
Sussex Police & Crime Commissioner	2,779,754	2,779,754	2,900,592
<b>Total Payments</b>	<b>31,016,944</b>	<b>31,016,944</b>	<b>31,794,048</b>
<b>Council Tax</b>			
Amount due from residents	36,466,644	36,949,893	36,778,348
<b>Less:</b> Council Tax Support Scheme	(5,159,500)	(4,733,829)	(4,804,800)
<b>Gross Amount Due</b>	<b>31,307,144</b>	<b>32,216,064</b>	<b>31,973,548</b>
<b>Less:</b> Provision for bad debts	(290,200)	(290,200)	(179,500)
<b>Total Council Tax</b>	<b>31,016,944</b>	<b>31,925,864</b>	<b>31,794,048</b>
<b>Deficit/(Surplus)</b>			
Deficit/(Surplus) for year	-	(908,921)	-
Deficit/(Surplus) Brought forward	(327,351)	(211,000)	(903,270)
Increase in provision for Bad Debts	-	(110,700)	-
Deficit charged to:			
ADC	60,135	60,135	155,725
WSCC	238,769	238,769	666,613
SPCC	28,447	28,447	80,933
<b>Deficit/(Surplus) Carried Forward</b>	<b>-</b>	<b>(903,270)</b>	<b>-</b>

Property Band	2014/15				2015/16				CHANGE			TOTAL
	Precepting Authorities		Adur District Council Services	TOTAL	Precepting Authorities		Adur District Council Services	TOTAL	Precepting Authorities		Adur District Council Services	
	WSCC	Police			WSCC	Police			WSCC	Police		
£	£	£	£	£	£	£	£	£	£	£	£	
A	774.66	94.08	181.02	1,049.76	774.66	95.94	181.02	1,051.62	0.00	1.86	0.00	1.86
B	903.77	109.76	211.19	1,224.72	903.77	111.93	211.19	1,226.89	0.00	2.17	0.00	2.17
C	1,032.88	125.44	241.36	1,399.68	1,032.88	127.92	241.36	1,402.16	0.00	2.48	0.00	2.48
D	1,161.99	141.12	271.53	1,574.64	1,161.99	143.91	271.53	1,577.43	0.00	2.79	0.00	2.79
E	1,420.21	172.48	331.87	1,924.56	1,420.21	175.89	331.87	1,927.97	0.00	3.41	0.00	3.41
F	1,678.43	203.84	392.21	2,274.48	1,678.43	207.87	392.21	2,278.51	0.00	4.03	0.00	4.03
G	1,936.65	235.20	452.55	2,624.40	1,936.65	239.85	452.55	2,629.05	0.00	4.65	0.00	4.65
H	2,323.98	282.24	543.06	3,149.28	2,323.98	287.82	543.06	3,154.86	0.00	5.58	0.00	5.58

**ADUR:**  
**Council Tax Breakdown 2015-2016**

	Band -A £	Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
<b>Shoreham, Southwick, and Coombes</b>									
Basic Council Tax	143.90	172.68	201.46	230.24	259.02	316.58	374.14	431.70	518.04
Special Expenses	9.90	11.88	13.86	15.84	17.82	21.78	25.74	29.70	35.64
<b>Adur District Council</b>	<b>153.80</b>	<b>184.56</b>	<b>215.32</b>	<b>246.08</b>	<b>276.84</b>	<b>338.36</b>	<b>399.88</b>	<b>461.40</b>	<b>553.68</b>
West Sussex County Council Precept	645.55	774.66	903.77	1032.88	1161.99	1420.21	1678.43	1936.65	2323.98
Sussex Police Precept	79.95	95.94	111.93	127.92	143.91	175.89	207.87	239.85	287.82
<b>Total Payable</b>	<b>879.30</b>	<b>1055.16</b>	<b>1231.02</b>	<b>1406.88</b>	<b>1582.74</b>	<b>1934.46</b>	<b>2286.18</b>	<b>2637.90</b>	<b>3165.48</b>

	Band -A £	Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
<b>Sompting Parish</b>									
Basic Council Tax	143.90	172.68	201.46	230.24	259.02	316.58	374.14	431.70	518.04
Special Expenses	9.90	11.88	13.86	15.84	17.82	21.78	25.74	29.70	35.64
<b>Adur District Council</b>	<b>153.80</b>	<b>184.56</b>	<b>215.32</b>	<b>246.08</b>	<b>276.84</b>	<b>338.36</b>	<b>399.88</b>	<b>461.40</b>	<b>553.68</b>
Sompting Parish Precept	17.15	20.58	24.01	27.44	30.87	37.73	44.59	51.45	61.74
	<b>170.95</b>	<b>205.14</b>	<b>239.33</b>	<b>273.52</b>	<b>307.71</b>	<b>376.09</b>	<b>444.47</b>	<b>512.85</b>	<b>615.42</b>
West Sussex County Council Precept	645.55	774.66	903.77	1032.88	1161.99	1420.21	1678.43	1936.65	2323.98
Sussex Police Precept	79.95	95.94	111.93	127.92	143.91	175.89	207.87	239.85	287.82
<b>Total Payable</b>	<b>896.45</b>	<b>1075.74</b>	<b>1255.03</b>	<b>1434.32</b>	<b>1613.61</b>	<b>1972.19</b>	<b>2330.77</b>	<b>2689.35</b>	<b>3227.22</b>

	Band -A £	Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
<b>Lancing Parish</b>									
Basic Council Tax	143.90	172.68	201.46	230.24	259.02	316.58	374.14	431.70	518.04
<b>Adur District Council</b>	<b>143.90</b>	<b>172.68</b>	<b>201.46</b>	<b>230.24</b>	<b>259.02</b>	<b>316.58</b>	<b>374.14</b>	<b>431.70</b>	<b>518.04</b>
Lancing Parish Precept	26.05	31.26	36.47	41.68	46.89	57.31	67.73	78.15	93.78
	<b>169.95</b>	<b>203.94</b>	<b>237.93</b>	<b>271.92</b>	<b>305.91</b>	<b>373.89</b>	<b>441.87</b>	<b>509.85</b>	<b>611.82</b>
West Sussex County Council Precept	645.55	774.66	903.77	1032.88	1161.99	1420.21	1678.43	1936.65	2323.98
Sussex Police Precept	79.95	95.94	111.93	127.92	143.91	175.89	207.87	239.85	287.82
<b>Total Payable</b>	<b>895.45</b>	<b>1074.54</b>	<b>1253.63</b>	<b>1432.72</b>	<b>1611.81</b>	<b>1969.99</b>	<b>2328.17</b>	<b>2686.35</b>	<b>3223.62</b>

**ADUR:**  
**Collection Fund NNDR 2015-16**

	2014/15 Estimate	2014/15 Revised	2015/16 Estimate
	£	£	£
<b>NNDR (BUSINESS RATES)</b>			
<b>Payments</b>			
Amount of NNDR to be paid to Central government	8,545,068	8,545,068	8,646,732
Amount to be retained by Adur DC under the rates retention scheme	6,922,138	6,922,138	7,002,669
Amount to be passed to West Sussex	1,709,014	1,709,014	1,729,346
<b>Total amount due to authorities</b>	<b>17,176,219</b>	<b>17,176,219</b>	<b>17,378,747</b>
<b>Income</b>			
Net Rates Payable by Business Sector after Exemptions, reliefs and discounts	17,412,896	16,395,997	17,986,015
<b>Less:</b> Movement in Bad Debt Provision	222,700	163,960	179,860
<b>Less:</b> Local Authority's estimate of adjustment due to appeal	663,500	(338,560)	309,310
<b>Less:</b> Full Provision for backdated appeal decisions	-	-	-
<b>Net Payable by Business Sector</b>	<b>16,526,696</b>	<b>16,570,598</b>	<b>17,496,845</b>
<b>Add:</b> Net Transitional Protection Payments - Paid to the government	478,369	1,046,460	-
<b>Less:</b> Net Transitional Protection Payments paid by the government	-	-	-
Amount allowed to Council for - Administration costs and Interest on Repayments	86,084	86,084	85,284
<b>Non Domestic Rating Income</b>	<b>16,918,981</b>	<b>17,530,974</b>	<b>17,411,561</b>
<b>Surplus (Deficit)</b>			
In year change from original estimate - increase (+) / decrease (-)		354,755	
Surplus/(Deficit) brought forward	-	(472,852)	
Suplus/(Deficit) distributed in year	171,154		(118,098)
Add: Cost of Collection allowance	86,084	86,084	85,284
<b>Amount Due to Authorities</b>	<b>17,176,219</b>	<b>17,498,960</b>	<b>17,378,747</b>
<b>(Surplus) / Deficit to be shared</b>			
DCLG			59,049
WSSC			11,810
ADC			47,239
<b>Change in Suplus/(Deficit)</b>		<b>(118,098)</b>	<b>-</b>
<b>Surplus/(Deficit): Adur District Council</b>			
Business rates Baseline Target	6,637,093	6,637,093	6,763,916
Less: Tariff/Top-Up	(5,063,263)	(5,063,263)	(5,160,013)
<b>Baseline funding Target (A)</b>	<b>1,573,830</b>	<b>1,573,830</b>	<b>1,603,903</b>
40% share of Actual business rate	6,767,592	6,922,138	6,964,624
Less: Tariff/Top-Up	(5,063,263)	(5,063,263)	(5,160,013)
<b>Baseline funding Retained (B)</b>	<b>1,704,329</b>	<b>1,858,875</b>	<b>1,804,611</b>
<b>Surplus/(deficit) (B-A)</b>	130,499	285,045	200,708
Add : S31 grants paid directly to the General Fund			468,770
50% Levy payable to CG in case of Surplus	(65,250)	(142,523)	(334,739)
<b>Surplus to be retained by Council</b>	<b>65,250</b>	<b>142,523</b>	<b>334,739</b>
Less: Original 2014/15 surplus		(65,250)	
<b>Additional surplus to benefit the Council in 2015/16</b>		<b>77,273</b>	



**Executive**  
**2<sup>nd</sup> February, 2015**  
**Agenda Item No: 4**  
**Ward:**

**WORTHING BOROUGH COUNCIL OVERALL BUDGET ESTIMATES 2015/16  
AND SETTING OF 2015/16 COUNCIL TAX**

**REPORT BY: DIRECTOR OF DIGITAL AND RESOURCES**

**1.0 SUMMARY**

1.1 This report represents the culmination of the annual budget exercise and asks members to consider the following:

- The final revenue estimates for 2015/16;
- An updated outline 5-year forecast; and
- The provisional level of Council Tax for 2015/16, prior to its submission to the Council for approval on the 17<sup>th</sup> February 2015. This will be subject to any proposals to change the draft revenue budget following the consideration of the budget proposals by the Executive.

1.2 These budgets reflect the decisions taken by Members to date in relation to agreed savings proposals. The report also updates members about the impact of the draft 2015/16 settlement.

1.3 The major points raised within the report include:

- A full update on the impact of settlement. The Council should prepare itself for a continuation of the austerity measures for another 2-5 years (see paragraph 3.7) ;
- The Executive will need to consider whether to increase Council Tax by 1.5% or to freeze Council Tax for the fifth successive year and accept the Council Tax freeze grant (paragraph 5.12); and, finally
- The Executive needs to consider the new growth items in appendix 3

1.4 The budget is analysed by Executive Member portfolio. In addition, the draft estimates for 2015/16 have been prepared, as always, in accordance with the requirements of the Service Reporting Code of Practice for Local Authorities 2015/16 (except in relation to pension costs adjustments that do not impact either on the Budget Requirement or the Council Tax Requirement).

## **1.0 SUMMARY**

- 1.5 The Police and Crime Commissioner has consulted on an increase to the Council Tax for 2015/16 of 1.98% and the proposed 2015/16 budget is due to be considered by the Sussex Police and Crime Panel (PCP) on 23<sup>rd</sup> January 2015. If the proposals are vetoed by the PCP, revised proposals will be considered by the Panel on the 20<sup>th</sup> February 2015 at which point the Commissioner will be in a position to confirm the Council Tax for 2015/16. If the proposals for the PCC's share of the Council Tax are not confirmed until 21<sup>st</sup> February, then the planned Council date of the 17<sup>th</sup> February will be rearranged to the 24<sup>th</sup> February 2015.
- 1.6 The precept for West Sussex County Council has not yet been finalised and will not be confirmed until 13<sup>th</sup> February 2015. Therefore the formal detailed resolution setting the overall Council Tax for next year will be presented direct to the Council Meeting on 17<sup>th</sup> February 2015.

## **2.0 BACKGROUND**

- 2.1 The outline forecast report to Joint Strategic Committee on 22<sup>nd</sup> July 2014 identified an initial likely budget shortfall of £476,000 for 2015/16. To meet this challenge the Council has:
1. Undergone a major restructure ('Getting in Shape') resulting in net savings of £78,000 per year for the two Councils;
  2. Embarked on a new digital strategy designed to lever in additional savings over the next three to five years; and
  3. Progressed the approved budget strategy designed to help meet this challenge through four major work streams:
    - Major Service Reviews
    - Efficiency Reviews
    - Base Budget Review
    - Strategic Procurement Review
- 2.2 The subsequent report to the Joint Strategic Committee, on 2<sup>nd</sup> December 2014 updated Members as to the latest budgetary information and the forecast shortfall was revised as follows:

## 2.0 BACKGROUND

Worthing Borough Council	2015/16	2016/17	2017/18	2018/19	2019/20
	£'000	£'000	£'000	£'000	£'000
Overall shortfall - July forecast	476	1,308	2,044	2,770	3,470
Overall shortfall – December forecast (including approved growth)	572	1,467	2,201	2,923	3,620
Increase / (Decrease) in shortfall	100	159	157	153	150

2.3 The 2015/16 savings proposals identified within the report for the Council amounted to £500,000. In addition, further savings of £135,000 have subsequently been identified and approved as follows:

- Savings from the restructure ('Getting in Shape') of £35,000
- Savings from the rationalisation of the tourism service £100,000

2.4 Since the meeting on 2<sup>nd</sup> December, the Worthing Borough Council budget has been finalised and the last adjustments have been included subject to the final considerations about the level of Council Tax and any non-committed growth items. Overall, therefore, the current financial position of the Council for 2015/16 can be summarised as:

	£'000
Original shortfall as identified in July	476
Changes identified in December 2014:	
Impact of revised projection of New Homes Bonus for 2015/16	124
Increased pay offer	35
Improved income from Council Tax due to an increase in the taxbase	-179
Net committed growth items identified by budget holders	286
Removal of contingency budget	-120
Removal of contingency for job evaluation costs	-50
Budget shortfall as at 2 <sup>nd</sup> December 2014	572

**2.0 BACKGROUND**

	<b>£'000</b>
Budget shortfall as at 2 <sup>nd</sup> December 2014 brought forward	572
<b>Main changes to the revenue budget:</b>	
<b>Impact of Settlement:</b>	
Draft allocation of New Homes Bonus (final adjustment for affordable homes and empty properties)	19
Final Revenue Support Grant and NNDR baseline funding is marginally lower than expected	10
<b>Changes to Council Tax :</b>	
Estimated impact of the reduction in the Council Tax Support Scheme	-100
<b>Less:</b> Impact of provision of a hardship fund and additional staff requirements to implement the new Council Tax Support Scheme	40
Estimated loss on the Collection Fund	2
<b>Changes in business rate forecasts :</b>	
Impact of settlement on retained business rates	-52
<b>Changes in treasury management forecasts :</b>	
Net impact of lower interest rates	-144
Impact of slippage on the capital programme	-112
<b>Other changes identified:</b>	
Reduced income from Commercial rents	130
Impact of final inflation, salary increments and allocations	90
Reduced housing benefit administration grant	40
Net other changes identified by budget holders	35
<b>Revised budget shortfall</b>	<b>530</b>
<b>Less:</b> Net savings identified in December	-500
Savings identified in January	-135
Final adjustment to the allocation of the savings	-48
<b>BUDGET SURPLUS TO BE PLACED IN RESERVES (BEFORE ANY FURTHER ACTION AGREED)</b>	<b>-153</b>

### 3.0 THE AUTUMN STATEMENT AND LOCAL GOVERNMENT FINANCE SETTLEMENT 2015/16

3.1 Local Government has seen an unparalleled reduction in funding over recent years. The Comprehensive Spending Review in 2010 detailed reductions in support of 28% in real terms over the four years 2011/12 – 2014/15.

Local Government – Departmental Expenditure Limit (DEL)					
Departmental Expenditure Limit	£Billion				
	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
Overall Total	28.5	26.1	24.4	24.2	22.9
Formula Grant Element	28.0	25.0	23.4	23.2	21.9
Council Tax Freeze	0	0.7	0.7	0.7	0.7
Other	0.5	0.5	0.4	0.4	0.4
Annual percentage reduction in Formula Grant		10.7%	6.4%	0.9%	5.6%
Overall reduction in Formula Grant					21.8%
Nationally overall funding available for all Councils will fall by 28% over the 4 years					

3.2 This trend of reducing Government support was then further reinforced by the Comprehensive Spending Review announced on 26<sup>th</sup> June 2013 for 2014/15 and 2015/16

	2014-15 (£bn)	2015-16 (£bn)	Cash reduction (-)/ increase	Real terms growth
LG Resource DEL	25.6	23.5	-9.2%	-10.0%
Localised business rates	11.2	11.6	3.6%	1.7%
<b>Total Government Funding</b>	<b>36.8</b>	<b>35.1</b>	<b>-4.6%</b>	<b>-6.5%</b>

3.3 The review also announced that:

- 2011-12 and 2013-14 Council Tax freeze funding would be incorporated into Revenue Support Grant until at least 2015/16;
- a Council Tax freeze grant of 1% would be available for both 2014/15 and 2015/16;

### 3.0 THE AUTUMN STATEMENT AND LOCAL GOVERNMENT FINANCE SETTLEMENT 2015/16

- £300m to support the transformation of local services of which:
  - £200m was for an extension of Troubled Families programme to +400,000 families; and
  - £100m to enable efficiencies in service delivery.

These funding streams are subject to a bidding process

3.4 Consequently, Worthing Borough Council has already seen a significant reduction in support from Central Government via Revenue Support Grant and, now, baseline funding:

Worthing Borough Council	2010/11 (adjusted)	2011/12	2012/13	2013/14	2014/15	2015/16
	£m	£m	£m	£m	£m	£m
Revenue Support Grant and 'baseline funding' *	6.821	5.720	5.046	4.582	3.798	3.010
Council Tax Freeze Grant - now part of Revenue Support Grant		0.212	0.210	0.210	0.296	0.384
Homelessness grant				0.149	0.147	0.146
Council Tax Support Grant **				0.947	0.947	0.947
<b>Total Government Support</b>		<b>5.932</b>	<b>5.256</b>	<b>5.888</b>	<b>5.188</b>	<b>4.487</b>
Annual reduction in revenue support grant and baseline funding.		1.101	0.674	0.464	0.784	0.788
Annual percentage reduction		16.14%	11.78%	9.20%	17.11%	20.75%
Cumulative total			1.775	2.239	3.023	3.811
			26.02%	32.83%	44.32%	55.87%

\* Excluding various Council Tax Freeze grants which have been consolidated into the total; and Council Tax Support Grant of £947k and homelessness grant of £146k which formed part of government funding in 2013/14.

\*\* The Council Tax Support Grant formed part of Revenue Support Grant and Baseline Funding from 2014/15 onwards.

**3.0 THE AUTUMN STATEMENT AND LOCAL GOVERNMENT FINANCE SETTLEMENT 2015/16**

- 3.5 The Autumn Statement has confirmed that the trend of reducing funding for the public sector will continue for at least another two years:

*'We have a choice – we can ease up, or we can continue with our plans.*

*Our policy of continuing the spending cuts in the first 2 full years of the next Parliament, at the same pace as we achieved in this Parliament, now produces £4 billion less spending.....*

*..... I do not hide from the House that in the coming years there are going to have to be very substantial savings in public spending.'*

**Chancellor of the Exchequer George Osborne,  
The Autumn Statement 2014**

- 3.6 However, importantly, there were no additional cuts for Local Government in 2015/16 which had been feared by some commentators ahead of the budget announcements. Nevertheless, the Chancellor did announce a fundamental review of business rates which may have far reaching consequences for rate retention scheme in 2017/18 and may impact on the City Deals.

- 3.7 The settlement was announced on the 18<sup>th</sup> December 2015. The tenor of the statement reinforced the messages from the Chancellor:

*'This government inherited the largest deficit in post-war history. Thanks to this government's long-term economic plan – that deficit is falling, the economy is growing and employment is at a record high. This government is putting our public finances back on track. Local government – like every part of the public sector – has made a significant contribution to this.*

*However, the job is not done. As my hon. friend, the Chancellor of the Exchequer has indicated to the House, in the coming years, very substantial savings must be made in public spending. The government continues to need to take difficult decisions to put the public finances on a sustainable path.*

**Local Government Minister Kris Hopkins  
Provisional local government finance settlement 2015 to 2016**

Consequently, the Council must prepare itself for continuing reductions in funding from Central Government.

- 3.8 The settlement announced contained few surprises and confirmed that there would be no further reduction in Local Government funding for 2015/16. The settlement included the following highlights:

### 3.0 THE AUTUMN STATEMENT AND LOCAL GOVERNMENT FINANCE SETTLEMENT 2015/16

- The referendum limit will again be 2.0% for all authorities, with the freeze grant offer confirmed as 1% of the enhanced taxbase, which includes a full reimbursement for those receiving council tax support.
- The minister highlighted the large increase in parish precepts over the Parliament (15%), but said nothing to suggest that action from DCLG is imminent. If anything any action is going to be taken it will almost certainly focus on the larger town and parish councils.
- Additional funding was announced for rural councils which has been increased by £4m to £15.5m
- The increase in the business rates will be 1.91% which will result in a multiplier of 48.0p rather than 48.2p. However Councils will be compensated for the lost income via a S31 grant.
- Overall grants for the administration of Council Tax Support and Housing Benefit have reduced quite sharply from £363m to 329m. An overall reduction of 9%.

3.9 In overall terms, the settlement revealed that District and Borough Councils were the most heavily affected class of authority by an overall cut in funding of 15.34%.

#### YEAR-ON-YEAR CHANGE FOR THE 2015/16 SETTLEMENT

Class of Local Authority	2014-15	2015-16	Overall Reduction in funding
	Adjusted settlement funding	Settlement funding	
	£million	£million	%
<b>England</b>	24,127.89	20,823.18	-13.70%
<b>London Area</b>	5,553.06	4,888.18	-11.97%
<b>Metropolitan Areas</b>	6,490.46	5,524.46	-14.88%
<b>Shire Areas</b>	12,081.05	10,407.24	-13.85%
<b>Isles of Scilly</b>	3.32	3.30	-0.42%
<b>London Area</b>			
London Boroughs	4,440.04	3,779.96	-14.87%
GLA – excluding the Police element	1,113.02	1,108.22	-0.43%
<b>Metropolitan Areas</b>			
Metropolitan Districts	6,201.55	5,260.60	-15.17%
Metropolitan Fire Authorities	288.91	263.86	-8.67%
<b>Shire Areas</b>			
Shire unitaries with fire	428.26	365.81	-14.58%
Shire unitaries without fire	4,580.04	3,907.65	-14.68%
Shire counties with fire	2,243.80	1,958.11	-12.73%
Shire counties without fire	3,274.46	2,827.96	-13.64%
<b>Shire districts</b>	<b>1,094.05</b>	<b>926.25</b>	<b>-15.34%</b>
Combined fire authorities	460.43	421.46	-8.46%

### 3.0 THE AUTUMN STATEMENT AND LOCAL GOVERNMENT FINANCE SETTLEMENT 2015/16

3.10 It should be appreciated that unlike the previous funding system which redistributed funding according to changing needs, under the current system changes in funding are equally applied to all authorities within each tier.

3.11 Members should be aware that the settlement figures quoted above are provisional only. The consultation period ended on 15<sup>th</sup> January 2015 with final settlement expected in early February 2015.

3.12 It is unlikely that there will be any significant change at this late stage. If there are any significant changes arising from the final information members will be briefed before Council.

3.13 The local government finance settlement now effectively deals with 4 different matters which affect local government funding and the Council needs to fully understand when setting the 2015/16 budget. These can be broken down into 4 topics, which are dealt with in more detail below:

1. Overall Government Funding
2. Business Rate Retention Scheme
3. New Homes Bonus
4. Council Tax referendum

#### 3.14 Overall Government Funding

The total overall funding to the Council has reduced by 11.9%. The total funding from Government is then split into two components:

1. Baseline Funding
2. Revenue Support Grant

This split is based on a national calculation which has determined that the Baseline Funding will be 46.17% of the total funding. For Worthing this means that the overall funding will be split as follows:

Worthing Borough Council	2014/15	2015/16	Difference	
	£'000	£'000	£'000	%
Overall funding	5,188	4,487*	-701	-13.51%
Split as follows:				
Baseline Funding **	2,398	2,444	46	+1.92%
Revenue Support Grant	2,790	2,043	-747	-25.85%

\* From 2015/16 onwards, revenue support grant includes the 2014/15 Council Tax freeze grant of £87,000.

\*\* Minimum business rates income retained provided target business rate income is met.

### 3.0 THE AUTUMN STATEMENT AND LOCAL GOVERNMENT FINANCE SETTLEMENT 2015/16

#### 3.15 Business Rate Retention Scheme

3.15.1 The business rate retention scheme has now been in place for two years. There are two key features which members are reminded of:

- There is a 'safety net' in place for any Council whose actual business rates income falls short of the target income for business rates. The safety net arrangements will be of 7.5% of Baseline Funding which is equivalent to a maximum below baseline funding of £183,290.
- A 'levy' is in place for any Council whose business rates exceed the target set. The levy will mean that the Council can keep 50p of every additional £1 generated over its share of the business rate target.

For each additional £100,000 raised the Council will keep the following amounts:

	Share of additional income	Additional Levy paid to Treasury	Kept locally
	£'000	£'000	£'000
HM Treasury	50		
County Council	10	5	5
Borough Council	40	20	20
	<b>100</b>	<b>25</b>	<b>25</b>

3.15.2 The forecast for business rates has now been revised for the latest information on appeals, reliefs and changes to rateable values. Overall there has been an improvement in the level of expected income due to the impact of settlement on the amount to be paid over to the Government:

Worthing Borough Council	2015/16	2016/17	2017/18	2018/19	2019/20
	£'000	£'000	£'000	£'000	£'000
Total business rate income	36,843	37,759	38,674	39,666	40,657
Less: Business rate reliefs awarded	-5,184	-5,314	-5,446	-5,583	-5,722
Net business rate income	31,659	32,445	33,228	34,083	34,935
<b>Less:</b>					
Write offs	-69	-71	-72	-74	-76
Appeals	-603	-618	-633	-649	-665
Net income	30,987	31,756	32,523	33,360	34,194
<b>Less:</b> Share of income paid to Council for administration costs	-136	-139	-143	-146	-150
Net income for purpose of income share calculation	30,851	31,617	32,380	33,214	34,044

### 3.0 THE AUTUMN STATEMENT AND LOCAL GOVERNMENT FINANCE SETTLEMENT 2015/16

#### 3.15 Business Rate Retention Scheme

Worthing Borough Council	2015/16	2016/17	2017/18	2018/19	2019/20
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Council share of income (40%)	12,340	12,647	12,952	13,286	13,618
Less: Tariff	-9,996	-10,246	-10,502	-10,765	-11,034
Retained business rates	2,344	2,401	2,450	2,521	2,584
<b>Add</b> : S151 grants paid directly to the General Fund	770	790	809	830	850
Total income eligible for levy / safety net calculation	3,114	3,191	3,259	3,351	3,434
Baseline funding	-2,444	-2,505	-2,568	-2,631	-2,698
Surplus / (deficit) business rates	670	686	691	720	736
Less: Levy @ 50%	-335	-343	-345	-361	-367
Additional retained business rates	335	343	346	359	369
Share of estimated 2014/15 deficit	-153	0	0	0	0
Estimated surplus / deficit (-)	182	343	346	359	369
Previous forecast	246	413	418	433	444
Adj: Business rates income attributable to the new Leisure Trust	-116	-123	-126	-129	-132
Adjusted forecast	130	290	292	304	312
Underlying Improvement / deterioration (-)	52	53	54	55	57

3.15.3 The Council will fully provide for any known backdated business rates appeals at the 2014/15 year end, consequently the level of provision for new and outstanding appeals will reduce from 2015/16 onwards.

3.15.4 The Council is also working on a county wide project to improve the forecasting of appeals using some specialist software which, as time progresses, will ensure the forecast of the impact of appeals is more robust.

### 3.0 THE AUTUMN STATEMENT AND LOCAL GOVERNMENT FINANCE SETTLEMENT 2015/16

#### 3.15 Business Rate Retention Scheme

3.15.5 The forecast is currently being finalised. The government released the guidance for the 2015/16 NNDR return which underpins this forecast on the 6<sup>th</sup> January. The return is due to be submitted by the 31<sup>st</sup> January and any substantial changes resulting from the final assessment of the business rate income will be reported verbally to members at the meeting.

3.15.6 Looking further ahead, the generation of additional business rates may become one of the solutions to the Council's ongoing financial pressures. Members will be aware that there are several schemes progressing within the Borough which will create employment space. For example, a significant new business in the area may bring financial benefits to the Council as follows:

Assumed rateable value £1m  
Business rate multiplier of £0.48

Estimated Rates income: £480,000

	<b>Additional income</b>	<b>Levy paid to Treasury</b>	<b>Kept locally</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Split as follows:			
HM Treasury	240,000		
County Council	48,000	24,000	24,000
District Council	192,000	96,000	96,000
	480,000	120,000	120,000

3.15.7 The Council has agreed to participate in a County based business rates pool. The business rates pool has been approved by DCLG. Participating in the pool will enable the participating Councils to retain any 'levy' paid which will be set aside to fund economic regeneration initiatives within the County area.

3.15.8 Finally, it should be appreciated that there are a number of risks associated with the business rate forecast:

- It is difficult to establish the number of appeals which are likely to come forward in any given year. There is no time limit on when an appeal might be lodged.

### 3.0 THE AUTUMN STATEMENT AND LOCAL GOVERNMENT FINANCE SETTLEMENT 2015/16

#### 3.15 Business Rate Retention Scheme

- There is a specific risk associated with schools becoming academies. If a school assumes academy status then it will become eligible of mandatory rate relief which will reduce the Council's business rate income.
- Major redevelopments will temporarily reduce business rate income whilst the site is being redeveloped.

3.15.9 Consequently there could be significant swings in the amount of business rate income in any one year. However, any shortfall in income will be recovered in the following financial year.

#### 3.16 New Homes Bonus

3.16.1 The New Homes Bonus is assuming a greater level of importance as source of funding. By 2015/16 the Council is expecting to receive £1.1m:

	2015/ 16	2016/ 17	2017/ 18	2018/ 19	2019/ 20
	£'000	£'000	£'000	£'000	£'000
New homes bonus (2011/12 - 2016/17)	273	273	0	0	0
New homes bonus (2012/13 - 2017/18)	172	172	172	0	0
New homes bonus (2013/14 - 2018/19)	220	220	220	220	0
New homes bonus (2014/15 - 2019/20)	170	170	170	170	170
New homes bonus (2015/16 - 2020/21)	246	246	246	246	246
<b>Total New Homes Bonus</b>	<b>1,081</b>	<b>1,081</b>	<b>808</b>	<b>636</b>	<b>416</b>

3.16.2 The final level of New Homes Bonus due to be received in 2015/16 is lower than expected by some £19,000 from the forecast in December. This is due to the final adjustments relating to the number of affordable homes built and the number of empty properties.

3.16.3 The future of New Homes Bonus from 2016/17 onwards is uncertain. The commitment to New Homes Bonus is until 2015/16 only and so it is assumed that there will be no new bonus from 2016/17 onwards. Consequently, this resource will be gradually phased out over the next six years.

### 3.0 THE AUTUMN STATEMENT AND LOCAL GOVERNMENT FINANCE SETTLEMENT 2015/16

#### 3.17 Council Tax Referendum

3.17.1 Finally, as part of settlement, the Minister confirmed the referendum criteria

*All councils should be freezing their Council Tax in 2015 to 2016 and helping people with their cost of living. We are providing additional funding equivalent to a 1% Council Tax increase, to help councils freeze.*

**Local Government Minister Kris Hopkins**  
**Provisional local government finance settlement 2015 to 2016**

3.17.2 However any funding would be guaranteed for 2015/16 only. The future of any Council Tax Freeze funding will be very much dependent on the policies of a new government.

3.17.3 The options for the Council Tax increase are discussed in detail later in the report.

#### 3.18 Long term implications of current government policy

3.18.1 The financing of local government is fundamentally changing. Revenue Support Grant reduces significantly year on year and the New Homes Bonus is likely to be phased out. Only the business rate retention scheme is expected to increase over time. Consequently, the income from Council Tax forms a more significant proportion of the council's overall income and so the decision regarding the annual increase has a greater strategic importance.

3.18.2 The decision about whether or not to increase Council Tax will become even more significant in future as they will influence not only income in the coming year but will also protect the income streams for future years providing a controllable and sustainable income source to the Council assisting the Council in addressing unavoidable inflationary pressures.

#### Breakdown of general income to the Council:

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
	£'000	£'000	£'000	£'000	£'000	£'000
Council Tax *	7,634	8,014	8,209	8,448	8,685	8,938
Business Rates *	2,570	2,626	2,848	2,914	2,991	3,066
Revenue Support Grant **	2,878	2,043	1,634	1,389	1,181	1,004
New Homes Bonus	835	1,081	1,081	808	636	416
	13,917	13,764	13,772	13,559	13,493	13,424

### 3.0 THE AUTUMN STATEMENT AND LOCAL GOVERNMENT FINANCE SETTLEMENT 2015/16

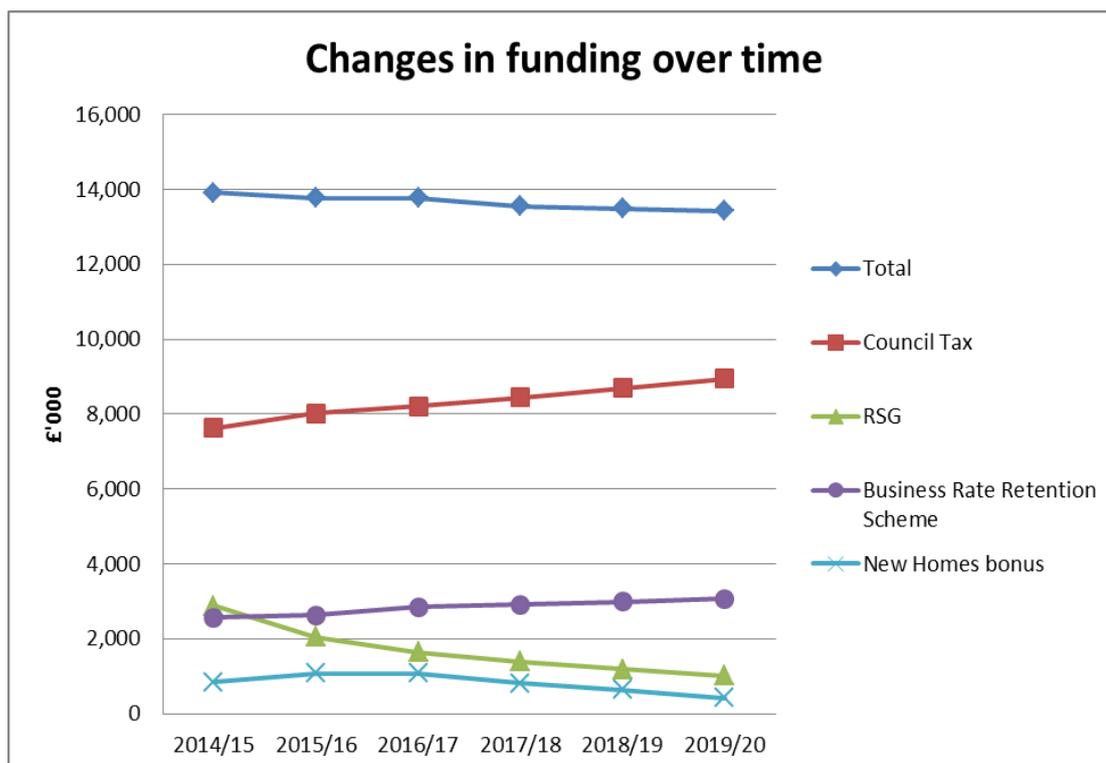
#### 3.18 Long term implications of current government policy

##### Breakdown of general income to the Council:

\* Includes any surplus or deficit on the collection fund

\*\* Includes the Council Tax Freeze Grant

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
Council Tax	54.85%	58.23%	59.61%	62.31%	64.37%	66.58%
Business Rates	18.47%	19.08%	20.68%	21.49%	22.17%	22.84%
Revenue Support Grant	20.68%	14.84%	11.86%	10.24%	8.75%	7.48%
New Homes Bonus	6.00%	7.85%	7.85%	5.96%	4.71%	3.10%
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%



**4.0 2014/15 BUDGET – CURRENT POSITION**

4.1 The revenue monitoring report to the Joint Strategic Committee on 4<sup>th</sup> November 2014 showed a forecast underspend for the year of £156,000 due to the following major factors:

	Forecast Over/(Under) spend
<b>Theatres</b>	<b>£'000</b>
The team is currently forecasting a year end overspend of £192,000 which is being addressed through a management action plan.	192
<b>FIT 4 – Net Leisure income</b>	
Improved membership income from FIT4 offset by additional costs	-95
<b>Investment Properties</b>	
Lower than expected income due to an overall reduction in rental income which has not yet been reflected in the budget.	160
<b>Business Rate Retention Scheme</b>	
Additional income from government due to increased business rate relief.	-108
Balance Carried Forward	149

	Forecast Over/(Under) spend
	<b>£'000</b>
Balance Brought Forward	149
<b>VAT</b>	
Backdated VAT refund from HMRC in respect of trade waste	-107
<b>Treasury Management</b>	
Net saving in borrowing costs offset by a fall in investment income	-435
<b>Cross-Cutting savings</b>	
Impact of job evaluation	292
Net other over/(under) spends	-55
<b>Underspend as at 4<sup>th</sup> November 2014</b>	<b>-156</b>

#### **4.0 2014/15 BUDGET – CURRENT POSITION**

- 4.2 Any underspend at the year-end will give the Council the much needed opportunity to place some funds into reserves to meet future needs as discussed elsewhere within this report. The ongoing trends that have been identified as part of this monitoring have been built into the 2015/16 revenue budget.
- 4.3 On past evidence, spending patterns between the November monitoring and the end of the financial year have shown there is every reason to expect that the position may continue to improve as the year progresses, which will be reported when the outturn report comes before the Joint Strategic Committee in July 2015. Consequently, any final recommendations regarding this underspend must be deferred until the outturn results are known.

#### **5.0 DRAFT REVENUE ESTIMATES 2015/16**

- 5.1 Detailed budgetary work is now complete and the estimate of the budget requirement (net of any proposed transfers to reserves) is £13,764,000. This includes the savings agreed at Joint Strategic Committee in December and January.
- 5.2 The final budget will be dependent on Members consideration of the non-committed growth proposals, and the Council Tax increase that Members are prepared to support.
- 5.3 The key question of how the net budget requirement of £13.764m translates into the Council Tax charge can now be determined as the proposed details of the Local Government Finance Settlement have been received. Any final changes arising from settlement will be dealt with through the reserves. However, if there is a significant reduction in government resources, in-year action will be needed to reduce the final impact on the reserves.
- 5.4 Details of all of the main changes in the base budget from 2014/15 to 2015/16 are in Appendix 1. A breakdown of each Executive Member's summary budget is attached in Appendix 7. The changes can be summarised briefly as follows:

**5.0 DRAFT REVENUE ESTIMATES 2015/16**

	£'000	£'000
<b>2014/15 Original Estimate</b>		14,113
<b>Add: General Pay and Price Increases</b>		447
<b>Add: Committed and Unavoidable Growth:</b>		
Increased Expenditure as per 3 year forecast (net of any proposed use of reserves)	649	
Reduced Income as per 3 year forecast	-	
Impact of Capital Investment Programme	-195	454
<b>Less: Compensatory savings/Additional Income:</b>		
Compensatory savings	-46	
Additional income	-15	-61
2015/16 budget prior to agreed savings		14,953
<b>Less: Savings agreed by members</b>		
Approved as part of the 2014/15 budget	-396	
Approved in December	-798	
Approved in January	-100	
Final adjustment to the allocation of the savings between the Councils	-48	
		-1,342
Executive Member requirements		13,611
Potential contribution to reserves*		153
Potential budget requirement before external support		13,764
Collection fund deficit		2
<b>2015/16 BUDGET REQUIREMENT</b>		<b>13,766</b>
*The planned contributions to and from the reserves are analysed in Appendix 3. The final amount will depend on the decisions made about the non-committed growth items and the Council Tax increase.		

5.5 The estimates reflect the Council's share of the Joint Strategic Committee budget. The allocation of the costs of joint services under the remit of the JSC has been the subject of an annual review this year.

5.6 As part of the review of the allocation of support services there have been some changes for individual services which are reflected in the detailed budgets. It is important to note that this does not change the overall cost of the support services to each Council, but that it does influence the size of the share that each service takes, the proportion allocated to the HRA, and the proportion borne by the General Fund and the Capital Investment Programme.

**5.0 DRAFT REVENUE ESTIMATES 2015/16**

Further details can be provided by request from Jo-Anne Chang-Rogers (Finance Manager) or Sarah Gobey (Chief Financial Officer).

5.7 The current net estimated 2015/16 spend is more than previously predicted and is mainly due to the following factors:

	<b>£'000</b>
<b>Changes to net cost of borrowing:</b>	
Net impact of fall in interest rates	-144
Impact of slippage on the capital programme	-112
<b>Final adjustments in respect of inflation and salary increments</b>	90
<b>Fall in commercial rents</b>	130
<b>Fall in Housing Benefit Administration Grant</b>	40

5.8 In addition to the above, the projected deficit on the Collection Fund is now estimated to be only £13,480, of which £1,910 is the Borough Council share. This is a very minor deficit in light of the overall income due which exceeds £54.3m.

5.9 Members are now faced with two questions:

- What level of Council Tax to set?
- Which of the growth items at Appendix 3 to accept?

The decisions made today will be reflected in the budget papers presented to Council.

**5.10 The Council Tax increase:**

5.10.1 The budget forecast currently assumes that Council Tax will increase by 1.5% in 2015/16.

5.10.2 In the recent consultation 64.9% of residents supported an increase in Council Tax and a 1.5% uplift would be a modest increase in the Borough council share of the bill for 2015/16 as follows:

<b>Worthing Borough Council</b>	<b>£</b>
Average Band D Council Tax in 2014/15	216.00
Annual impact of 1.5% increase	3.24
Amount per week	0.06

## 5.0 DRAFT REVENUE ESTIMATES 2015/16

### 5.10 The Council Tax increase:

5.10.3 Members should also be aware that the Police and Crime Commissioner has been consulting on a 1.98% increase for the Police Authority share of the overall bill. There are indications that the County Council will set a 0% increase. Consequently, the total overall increase in the Council Tax bill for an average band D property would be just over 0.4%:

	2014/15	2015/16	%
	£	£	
Worthing Borough Council	216.00	219.24	1.50%
West Sussex District Council	1,161.99	1,161.99	0.00%
Sussex Police and Crime Commissioner	141.12	143.91	1.98%
	1,519.11	1,525.14	0.40%

5.10.4 Members should also be aware that there may long term consequences to accepting the Council Tax Freeze Grant and setting a 0% Council Tax increase:

Worthing Borough Council	2015/16	2016/17	2017/18	2018/19	2019/20
	£'000	£'000	£'000	£'000	£'000
Council Tax income if Council Tax is increased by 1.5% in 2015/16 and by inflation thereafter	8,016	8,209	8,448	8,685	8,938
Council Tax income if Council Tax is frozen in 2015/16	7,898	8,088	8,323	8,557	8,806
Net fall in income	118	121	125	128	132
<b>Less:</b> Grant from government	-86	0	0	0	0
Fall in income per annum if Council Tax is frozen	32	121	125	128	132

5.10.5 Members are asked to consider which level of Council Tax increase that they support. Increasing Council Tax by 1.5% will protect the longer term financial interests of the Council and build some much needed capacity in the next financial year to invest in priority initiatives. However, given the current economic climate, and the very small financial benefit in the first year, members may want to freeze Council Tax to protect the local community and accept the Council Tax freeze grant.

**5.0 DRAFT REVENUE ESTIMATES 2015/16**

**5.11 Uncommitted Growth Items:**

5.11.1 Attached in Appendix 3 is a listing of the new uncommitted growth items which total £107,800. Members are asked to consider which of the items should be included within the revenue estimates for 2015/16.

5.12 Depending on the choices made regarding the Council Tax increase and the new growth items; the overall budget position will be:

	<b>£'000</b>	<b>£'000</b>
Net budget requirement		13,611
<b>Less:</b> Government grant	2,043	
Baseline Funding	2,444	
Share of additional Business Rate income	182	
Council Tax (1.5% increase)	8,016	
New Homes Bonus	1,081	
Collection Fund deficit	2	13,764
Estimated budget surplus based on 1.5% Council Tax increase brought forward		<b>-153</b>
Estimated impact of freezing Council Tax and accepting the Council Tax freeze grant		32
Maximum impact of accepting the growth items		108
		13
<b>Maximum contribution from reserves</b>		<b>-13</b>
		-

5.13 The budget could support a 0% Council Tax increase and support some priority projects for the coming year from the estimated budget surplus.. Looking further ahead to 2016/17, the surplus savings identified in 2015/16 will help the council address it's future budget shortfall.

5.14 However, budgets remain extremely tight and there is little flexibility to fund new initiatives to take forward key priorities, such as economic development projects, designed to stimulate the economy and create new jobs.

## 6.0 IMPACT ON FUTURE YEARS

6.1 The impact of the proposed changes on the overall revenue budget for the next 5 years is shown in Appendix 1 (which includes an assumed 1.5% tax increase for 2015/16 which is to be considered as part of this report). The difficult settlement, together with the other agreed changes to the budget means that the Council is likely to face a minimum shortfall of:

	Expected shortfall (Cumulative)				
	2015/16	2016/17	2017/18	2018/19	2019/20
	£'000	£'000	£'000	£'000	£'000
Cumulative budget shortfall	793	1,941	2,690	3,426	4,137
<b>Less:</b>					
Net savings agreed in December and January	-946	-971	-971	-971	-971
Impact of accepting the Council Tax Freeze grant	32	121	125	128	132
Impact of accepting all the growth items at appendix 2	108	146	146	146	146
Potential contribution to reserves to be agreed	13	-	-	-	-
Adjusted cumulative budget shortfall	-	1,237	1,990	2,729	3,444
Savings required each year	-	1,237	753	739	715

6.2 The continuation of the 'austerity measures' has had significant consequences for the Council. Looking ahead, the stimulation of the local economy and provision of additional housing will be two of the measures which will help protect the Council's services. There are potentially three benefits which flow from an improving economy and which will directly improve the council's financial position:

- Increased income from business rates which is discussed fully in section 3 above;
- Reduced cost of Council Tax benefits from any new jobs created;
- Additional Council Tax income from each new home;

The creation of a new major projects team as outlined in Appendix 3 will help the Council's further stimulate the local economy.

## 6.0 IMPACT ON FUTURE YEARS

- 6.3 However, these measures are unlikely to be enough. The Council will also need to seek out new income generation opportunities and there will inevitably need to be a continuing emphasis on efficiency and value for money in the annual savings exercise. In addition, the Council will need to focus its scarce resources on key priorities.
- 6.4 Members should also be aware that the future of the overall funding for Local Government continues to be a cause for concern and there remains a risk that funding levels will reduce even beyond the current pessimistic projections.

## 7.0 RESERVES

- 7.1 Sections 26 and 27 of The Local Government Act 2003 require the Council's Chief Financial Officer to comment on the adequacy of the Council's reserves. The reserves have therefore been reviewed in accordance with best practice as advised by the Chartered Institute of Public Finance and Accountancy (CIPFA) in LAAP 77 'Local Authority Reserves and Balances'.
- 7.2 To enable a view to be taken on the adequacy of reserves, Members need to be aware that, broadly speaking, there are two categories of revenue reserves relevant to the Council. The **General Fund Working Balance** which primarily is available to cushion the impact of uncertain cash flows and act as a contingency to meet unforeseen costs arising during a budget year (e.g. supplementary estimates); and **Earmarked Reserves** which are sums held for specific defined purposes and to meet known or predicted liabilities. Both categories of reserves can be used on a planned prudent basis to underpin the annual budget.
- 7.3 The Council's established policy is to maintain the General Fund Working Balance at between 6 – 10% of net revenue expenditure. This is even more important in the current economic climate when there are so many uncertainties. The balance as at 31<sup>st</sup> March 2014 was £844,000 which is 6.1% of net revenue expenditure. The balance reduced in 2013/14 from £1,142,000 due to the overall overspend that the Council incurred that year.

The year-end level on the General Fund Working Balance for the foreseeable future, therefore, is estimated as follows:

## 7.0 RESERVES

		£'000	%
31.03.2015	Balance carried forward – per Final Accounts	844	6.1
31.03.2016	No planned drawdown or contribution expected	844	6.1
31.03.2017	No planned drawdown or contribution expected	844	6.1
31.03.2018	No planned drawdown or contribution expected	844	6.2

The reduction in revenue support grant and the resultant decrease in the Council's net spend means that the same level of working balance equates to a higher percentage of net revenue expenditure.

7.4 On the basis of the year-end figures above, and taking into account past performance and the acknowledged track record of sound financial management in this Council, I believe the working balance is adequate for its purpose. In forming this view I have considered the following potential impacts upon the Council's finances:

1. A further fall in interest rates of 0.5% would cost the Council in a region of £50,000 in 2015/16.
2. A pay award of 1% more than currently allowed for within the budget would cost the General Fund approximately £172,000.
3. Further adverse falls in income from such sources as development control income, car parks and land charges against a background of the recession which could result in falling income of over £100,000.
4. Demand is increasing for services such as homelessness and housing benefit which may well lead to increased (and unbudgeted) costs.
5. Other unforeseen circumstances such as the failure of a major contract
6. Any use of the working balance would be difficult to recoup in the short term. Consequently, the reserve needs to be sufficient enough to cope with at least two years of adverse impacts.

Against this background, and especially given the current economic climate, it is important that the Council has minimum reserves in 2015/16 of £838,000 or 6% of net revenue spend as laid out in the current policy. However, it is unlikely that the Council will need in excess of £1,398,000 in the working balance which is roughly equivalent to 10% of net revenue spend. Consequently, the current policy of holding balances of between 6% and 10% is valid and the forecast level falls within these parameters.

## 7.0 RESERVES

7.5 The estimated balance of general fund earmarked reserves as at 31<sup>st</sup> March, 2014 is £2,073,000, although this reduces to £1,455,000 if any Section 106 sums held for future environmental improvements, grants, and any specific capital resources are excluded. A detailed schedule of the earmarked reserves is attached at Appendix 4. The key risks to the overall budget and the Council's reserves are detailed below.

7.6 The Council has committed a significant proportion of its reserves in 2014/15 to take forward some major initiatives such as:

- |  |          |
|--|----------|
| • Getting into shape                   | £203,500 |
| • Digital Strategy                     | £374,300 |
| • Decoy Farm contaminated land surveys | £150,000 |

7.7 As a result the capacity issues reserve will be nearly exhausted by the end of 2015/16 subject to the ability to place any underspend into the reserves at the end of 2015/16. To build some capacity within this reserve for new initiatives it is proposed to transfer the balances from two un-used reserves to the Capacity Issues Reserve to enable new initiatives to be funded as follows:

- Transfer the residual funds of £212,000 from the VAT Exemptions Reserve;
- Transfer the funds of £97,000 from the vehicle repair and renewal reserve. This fund is unlikely to be needed due to the planned replacement of vehicles in 2016/17.

7.8 However, in all probability, the Council will continue to have occasional opportunities to put money into earmarked reserves rather than solely to drawdown on a planned basis. Even without this, I believe the earmarked revenue reserves are adequate for their particular purposes but the size and nature of the risks to the overall budget leaves the Council with little room for using these reserves for new on-going spending initiatives. The Council should maintain its current policy of spending its scarce earmarked reserves on:

- supporting one-off rather than recurring revenue expenditure;
- dealing with short-term pressures in the revenue budget; and
- managing risk to the Council's budget.

## 8.0 SIGNIFICANT RISKS

8.1 Members will be aware that there are several risks to the Council's overall budget. These can be summarised as follows:-

(i) **Income**

The Council receives income from a number of services which will be affected by demand. These include land charges, development control and now business rates. Whilst known reductions in income have been built into the proposed budgets for 2015/16, income may fall further than expected.

(ii) **Withdrawal of funding by partners**

All budgets within the public sector are under scrutiny which may lead to partners reassessing priorities and withdrawing funding for partnership schemes. Consequently, the council may lose funding for key priorities and be left with unfunded expenditure together with the dilemma about whether to replace the funding from internal resources.

(iii) **Inflation**

A provision for 2.0% inflation has been built into non-pay budgets together with an allowance for additional inflation on fuel. Pay budgets have a 1% inflationary increase allowed for. Whilst the Bank of England inflation forecasts expect that inflation will be around 2% in 2015/16, there is a risk that inflation will run at a higher rate than allowed for within the budget. Each 1% increase in inflation is equivalent to the following amount:

	1% increase
	£'000
Pay	172
Non-pay	147

8.2 To help manage these risks, the council has a working balance of £844,000 and other earmarked reserves are also available to the Council to help mitigate these risks.

## 9.0 CONSULTATION

9.1 This report represents the culmination of the budget process which has involved consultation with Members, staff, members of the public and the business community.

## 9.0 CONSULTATION

9.2 Both Councils have undertaken a follow-up consultation to last year's area wide exercise entitled 'Your Chance to be the Chancellor'. This again took the form of a leaflet sent out to each home. The focus of this year's consultation was around the potential changes to the Council Tax Reduction Scheme in 2015/16, and the level of Council Tax increase that the public would support. 2,575 residents responded to the consultation and the full outcome of the consultation is attached at appendix 4.

9.3 With respect to the Council Tax increase, the Council asked and received the following response from residents:

*The councils have managed to freeze council tax for the past four years despite a reduction in government grant of over 40%. Both councils expect a further reduction in a grant for 2015-16 of around 20% which is equivalent to £516,000 for Adur District Council and £778,000 for Worthing Borough Council.*

*With this in mind, would you prefer...*

<i>A small increase which will help the Councils to protect priority services</i>	1,671	64.9%
<i>To freeze Council Tax for the fourth year in a row and cut services</i>	904	35.1%

## 10.0 UPDATE TO PRUDENTIAL INDICATORS

10.1 The Council's budget fully reflects the cost of financing the capital programme. Members have previously approved sufficient growth to accommodate the proposed capital programme.

10.2 Under the Prudential Code of Practice and the capital finance system introduced in April 2004, the capital programme is based on the Council's assessment of affordability. This includes any new borrowing which the Council wishes to undertake. The Council has considered the revenue consequences of any proposed capital programme in agreeing the budget strategy for 2015/16. The Council has a fully funded capital programme and the associated revenue costs are built into the budget for 2015/16 and future years.

## **10.0 UPDATE TO PRUDENTIAL INDICATORS**

10.3 The Prudential Code of Practice requires the Council to set a series of indicators to show that the capital programme has due regard to affordability, sustainability and prudence. These will be considered in detail in the report entitled 'Joint Treasury Management Strategy Statement and Annual Investment Strategy 2015/16 to 2017/18 for Adur District Council and Worthing Borough Council, which is to be discussed at the Joint Strategic Committee on the 5<sup>th</sup> February 2015.

## **11.0 COMMENTS BY THE CHIEF FINANCIAL OFFICER**

11.1 Section 25 of the Local Government Act 2003 requires an authority's Chief Financial Officer to make a report to the authority when it is considering its budget and Council Tax. The report must deal with the robustness of the estimates and the adequacy of the reserves allowed for in the budget proposals, so Members will have authoritative advice available to them when they make their decisions. The Section requires Members to have regard to the report in making their decisions.

11.2 As Members are aware, local authorities decide every year how much they are going to raise from Council Tax. They base their decision on a budget that sets out estimates of what they plan to spend on each of their services. Because they decide on the Council Tax in advance of the financial year in question, and are unable to increase it during the year, they have to consider risks and uncertainties that might force them to spend more on their services than they planned. Allowance is made for these risks by:

- making prudent allowance in the estimates for each of the services, and in addition;
- ensuring that there are adequate reserves to draw on if the service estimates turn out to be insufficient.

### **11.3 Overall view on the robustness of the estimates:**

Subject to the important reservations below, a reasonable degree of assurance can be given about the robustness of the estimates and the adequacy of reserves. The exceptions relate to:

- (1) The provision of estimates for items outside of the direct control of the Council:
  - Income from fees and charges in volatile markets, e.g. car parks and development control fees.
  - External competition and declining markets, particularly during a recession. E.g. Local land charges and building control fees.

## 11.0 COMMENTS BY THE CHIEF FINANCIAL OFFICER

### 11.3 Overall view on the robustness of the estimates:

- Changes to business rate income due to revaluations, redevelopments and increases in mandatory rate relief.
- (2) Cost pressures not identified at the time of setting the budget. This would include items such as excess inflation.
- (3) Initiatives and risks not specifically budgeted for.

It will therefore be important for members to maintain a diligent budget monitoring regime during 2015/16.

### 11.4 The Chief Financial Officers overall view of the robustness of the estimates is, therefore, as follows:

*The processes followed are sound and well established and identical to those that produced robust estimates in the past. The Council has also demonstrated that it has a sound system of financial management in place.*

## 12.0 COUNCIL TAX SETTING

12.1 The Council is obliged to raise the balance of its resources after grant to finance the General Fund Revenue Budget from its local Council Taxpayers. The Worthing Borough Council Tax will be added to the Precepts from the West Sussex County Council and the Sussex Police and Crime Commissioner to form a combined Council Tax to levy on the taxpayers of Worthing Borough.

12.2 Once the Executive has reached a decision on the Total Budget Requirement it wishes to recommend to the Council for the 2015/16 Budget, the resulting Council Tax for the District can be set. This takes into account the Total Aggregate External Finance (Revenue Support Grant and Business Rates contributions) and any contribution to or from the local Collection Fund.

### 12.3 Worthing Borough Council:

- (a) The following table shows the net sum to be raised from local Council Taxpayers in 2015/16 prior to the consideration of the budget proposals. This is based on 1.5% Council Tax increase:

## 12.0 COUNCIL TAX SETTING

### 12.3 Worthing Borough Council:

	£	£
Net 2015/16 Budget *		13,824,240
<b>Plus:</b>		
Contribution from the Collection Fund surplus (as per paragraph 5.8)		1,910
Net Budget requirement (see Ap'x 7)		13,826,150
<b>Less:</b>		
Aggregate External Finance:		
Revenue Support Grant	-2,043,070	
Baseline Funding	-2,443,810	
Retained Business Rate income	-182,000	
Council Tax Reduction Scheme Grant	-60,000	
New Homes Bonus	-1,080,890	
		-5,809,770
<b>Balance to be raised from Council Tax</b>		<b>8,016,380</b>

\* 2015/16 budget requirement after any contribution to or from reserves required to balance the budget.

However, within section 5 of the report, members are given the option of freezing the Council Tax and approving the non-committed growth items. Any reduction in income would be funded from the budget surplus.

#### (b) Council Tax Base

The Council's Tax base for 2015/16 is 36,564.4 Band D equivalent properties. There is an increase in the current year base of 35,329.00 which is due to an increasing number of homes, a general fall in the cost of the Council Tax Support Schemes coupled with a planned reduction in the level of benefit to be paid in the future. The full calculation of the tax base is shown in Appendix 6.

#### (c) Worthing Council Band D Council Tax

In order to raise the required sum, and after allowing for special expenses, it is recommended that the Council Tax at Band D be increased by an average of 1.5% or 0% as follows:

## 12.0 COUNCIL TAX SETTING

### (c) Worthing Council Band D Council Tax

Area	2014/15	2015/16 (0% increase)	2015/16 (1.5% increase)
	£	£	£
<b>Worthing Borough Council</b>	<b>216.00</b>	<b>216.00</b>	<b>219.24</b>

## 12.4 West Sussex County Council and Sussex Police Authority

- (a) The County Council requirements are expected to be confirmed on 13<sup>th</sup> February, 2015. The Police and Crime Commissioner's proposed increase of around 1.98% is due to be considered by the Police and Crime Panel on 23<sup>rd</sup> January. The latest date that any increase by the Police and Crime Commission will be confirmed is the 20<sup>th</sup> February 2015.

	2014/15 £	2015/16 £
West Sussex County Council	1,161.99	t.b.a.
Sussex Police Authority	141.12	t.b.a.
<b>TOTAL</b>	<b>1,303.11</b>	<b>t.b.a.</b>

## 12.5 Overall Council Tax

The final figures for all authorities will be incorporated into the formal Council Tax setting resolution to be presented to the District Council at its meeting on 19<sup>th</sup> February 2014.

## 13.0 CONCLUSION

- 13.1 The last year has brought about some significant change for the Council. There is now a new Council Leadership Team, and with the recent 'Getting in Shape' restructure, a new Operational Leadership Group has now been formed. In addition, the Council has also embarked on an ambitious digital transformation programme. The Council is now positioned to start delivering the 'Surf's Up' programme.
- 13.2 This work is essential to ensure that the Council can meet the challenges of the next 5 years as it is now clear that the Council will continue to face budget shortfalls for the foreseeable future.

## **13.0 CONCLUSION**

- 13.3 The withdrawal of yet another significant amount of government grant has been challenging to address. Overall the Council has successfully identified further savings of over £0.9m to meet the current year's financial challenges. However, this has not been without pain. The council has reduced its workforce, with the inevitable pressure of additional work falling on the shoulders of the remaining staff. But we have again largely protected the Council's front-line services.
- 13.4 Looking further ahead, 2016-17 will be equally as challenging. It is difficult to be certain what the future will hold for the Council after the next general election. However one thing is certain, the austerity measures will continue irrespective of which political party wins the election. The only question is: How much funding will we lose?
- 13.5 Whilst developing both the local economy to increase employment space and local jobs together with the provision of new homes will be one of the strategic measures that the Council can take to protect its longer term financial interests, there will be inevitably be some difficult days ahead as the Council seeks to address the remaining budget shortfall.
- 13.6 But we must not forget that the Council remains in good financial health with good reserves, which will help us deal with the continuing reduction in funding whilst the Council revisits its priorities and strives for further efficiencies.
- 13.7 In preparing the strategy and forecast for 2015/16 an assessment was carried out of the significant risks and factors which may have an impact on the Council's budget. Where quantifiable, the budget has been adjusted accordingly but it is important to acknowledge that there are still some risks to the overall position which may have to be funded from reserves. Members will continue to receive regular budget monitoring reports and updates to the Council's 5-year Medium Term Financial Plan, to ensure that the financial challenges ahead are effectively met.
- 13.8 The annual preparation of the budget is a huge exercise involving the co-operation and support of countless officers in all departments of the Council. Most of the work, of course, falls on the Financial Services team and has to be completed within tight time constraints at a difficult time of year.

## **14.0 RECOMMENDATIONS**

### **14.1 The Executive is recommended to:**

- (a) **Consider which of the growth items detailed at appendix 3 should be included within the revenue budget in 2015/16.**

## 14.0 RECOMMENDATIONS

- (b) Agree to recommend to Council the draft budgets for 2015/16 at Appendix 7 as submitted in Executive Member Portfolio order, and the transfer to Reserves leading to a net budget requirement of £13,824,240 , subject to any amendments above; and
- (c) Approve the rationalisation of the reserves as outlined in paragraph 7.7
- (d) Consider which band D Council Tax to recommend to Council for Worthing Borough Council's requirements in 2015/16 as set out in paragraph 12.3; and

### Local Government Act 1972

#### Background Papers :

Report to the Joint Strategic Committee 22<sup>nd</sup> July 2014 Outline forecast 2015/16 to 2019/20 and Budget Strategy

Report to the Joint Strategic Committee 2<sup>nd</sup> December 2014 Outline 5 year forecast and savings proposals.

Local Authority Finance (England) Settlement Revenue Support Grant for 2015/16 and Related Matters: DCLG Letters and associated papers of 18<sup>th</sup> December 2014.

The Autumn Statement 2014. HM Treasury

Local Government Act 2003 and Explanatory Note

"Guidance Note on Local Authority Reserves and Balances" – LAAP Bulletin No. 77 - CIPFA -published in November 2008

Statement of Accounts 2013/14

Report to Joint Strategic Committee 4<sup>th</sup> November 2014 – "2<sup>nd</sup> Capital, Revenue Budget and Performance Monitoring 2014/15

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## **SCHEDULE OF OTHER MATTERS**

### **1.0 COUNCIL PRIORITY**

1.1 The budget supports the Council's achievement of all its priorities.

### **2.0 SPECIFIC ACTION PLANS**

2.1 The report details how the Council proposes to meet the financial targets initially outlined in the 3-year outline forecast considered in July 2010.

### **3.0 SUSTAINABILITY ISSUES**

3.1 Matter considered and no issues identified

### **4.0 EQUALITY ISSUES**

4.1 The majority of the proposals included in the report will have no impact on equality issues as there are no proposed changes to the way in which services are delivered.

### **5.0 COMMUNITY SAFETY ISSUES (SECTION 17)**

5.1 Matter considered and no issues identified

### **6.0 HUMAN RIGHTS ISSUES**

6.1 Matter considered and no issues identified

### **7. REPUTATION**

7.1 Matter considered and no issues identified

### **8.0 CONSULTATIONS**

8.1 Consultations are detailed in Section 9 of the main report

### **9.0 RISK ASSESSMENT**

9.1 The overall risks to the budget are detailed in Section 8 of the main report.

### **10.0 HEALTH AND SAFETY ISSUES**

10.1 Matter considered and no issues identified

### **11.0 PROCUREMENT STRATEGY**

11.1 Matter considered and no issues identified

### **12.0 PARTNERSHIP WORKING**

12.1 The report considers the impact that partnership working has on the overall revenue budget.

WORTHING BOROUGH COUNCIL Revenue Budget Summary Statement 2014/15 - 2019/20						
	2014/15 Base	2015/16	2016/17	2017/18	2018/19	2019/20
	£'000	£'000	£'000	£'000	£'000	£'000
<b>Net Spending to be Financed from Taxation</b>						
<b>Base budget</b>	<b>14,113</b>	14,113	14,113	14,113	14,113	14,113
(a) <b>Annual Inflation</b>						
Estimated inflation		412	919	1,441	1,971	2,527
Impact of pay award (2.2% over 2 years)		35	36	37	38	39
(b) <b>One -off / non-recurring items</b>						
Local Elections (not held once every four years)		-	-	(76)	-	-
(c) <b>Committed Growth</b>						
Changes to National Insurance Contributions		-	466	466	466	466
Impact of Pension contribution increase		112	206	212	216	220
Housing condition survey - carried out once every 3 years		(9)	(9)	-	(9)	(9)
Contribution to Gypsy and Traveller site		15	15	15	15	15
Growth items approved in December 2014		286	286	286	286	286
Loss of Housing Benefit Grant		40	40	40	40	40
Loss of Commercial rent income		130	130	130	130	130
Additional staffing required to administer the new Council Tax Support Scheme		20	20	20	20	20
Provision for a new 'Hardship' scheme and financial inclusion work.		20	20	20	20	20
New items identified as per Appendix 2		35	35	35	35	35
(d) <b>Compensatory savings</b>						
Fall out of early retirement costs		(46)	(46)	(46)	(46)	(46)
(e) <b>Impact of capital programme</b>						
Financing costs		(195)	76	202	330	479
(f) <b>Additional income</b>						
Investment income		(15)	(41)	(93)	(153)	(222)
(g) <b>Agreed Savings</b>						
Grounds Maintenance budget		(30)	(30)	(30)	(30)	(30)
Net Leisure trust saving		(250)	(250)	(250)	(250)	(250)
Adjustment for cost of business rate relief (shown below)		(116)	(123)	(123)	(123)	(123)
Leisure Trust (adjusted for business rate relief)		(366)	(373)	(373)	(373)	(373)
Splashpoint - Impact of sale of Aquarena site		-	(150)	(150)	(150)	(150)
<b>Total Cabinet Member Requirements</b>	<b>14,113</b>	<b>14,557</b>	<b>15,713</b>	<b>16,249</b>	<b>16,919</b>	<b>17,560</b>

<b>WORTHING BOROUGH COUNCIL</b>						
<b>Revenue Budget Summary Statement 2014/15 - 2019/20</b>						
	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
	<b>Base</b>					
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>Baseline funding</b>	2,398	2,444	2,505	2,568	2,632	2,698
<b>Less: Safety net payment/business rate sh'fall</b>	-	-	-	-	-	-
<b>Add: Net retained additional business rates</b>	144	182	343	346	359	368
<b>Add: Share of 2013/14 surplus</b>	28					
<b>Adjusted Baseline funding</b>	<b>2,570</b>	<b>2,626</b>	<b>2,848</b>	<b>2,914</b>	<b>2,991</b>	<b>3,066</b>
<b>Revenue Support Grant</b>	2,790	2,043	1,634	1,389	1,181	1,004
<b>Council Tax income</b>						
Adjusted Council Tax income	7,631	8,016	8,209	8,448	8,685	8,938
Council Tax Freeze grant 2014/15	88	-	-	-	-	-
New homes bonus (2011/12 - 2016/17)	273	273	273	-	-	-
New homes bonus (2012/13 - 2017/18)	172	172	172	172	-	-
New homes bonus (2013/14 - 2018/19)	220	220	220	220	220	-
New homes bonus (2014/15 - 2019/20)	170	170	170	170	170	170
New homes bonus (2015/16 - 2020/21)	-	246	246	246	246	246
Collection fund surplus/deficit (-)	3	(2)	-	-	-	-
<b>Total other grants and contributions</b>	<b>926</b>	<b>1,079</b>	<b>1,081</b>	<b>808</b>	<b>636</b>	<b>416</b>
<b>Total Income from Taxation</b>	<b>13,917</b>	<b>13,764</b>	<b>13,772</b>	<b>13,559</b>	<b>13,493</b>	<b>13,424</b>
<b>(Surplus) / Shortfall in Resources</b>	<b>196</b>	<b>793</b>	<b>1,941</b>	<b>2,690</b>	<b>3,426</b>	<b>4,137</b>
<b>Use of / (contribution to) Res'ves to Balance Budget</b>						
Capacity issues reserve	196	-	-	-	-	-
<b>Total Income from Reserves</b>	<b>196</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>AMOUNT REQUIRED TO BALANCE BUDGET</b>	<b>-</b>	<b>793</b>	<b>1,941</b>	<b>2,690</b>	<b>3,426</b>	<b>4,137</b>

<b>WORTHING BOROUGH COUNCIL</b>						
<b>Revenue Budget Summary Statement 2014/15 - 2019/20</b>						
	<b>2014/15 Base</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>Savings agreed in December</b>						
As per main budget report		763	763	763	763	763
Restructure - 'Getting in shape'		35	35	35	35	35
<b>Savings agreed in January</b>						
Closure of the TIC		100	125	125	125	125
Final adjustments to the allocation of the December savings between the two Councils		48	48	48	48	48
<b>Total savings identified</b>		<b>946</b>	<b>971</b>	<b>971</b>	<b>971</b>	<b>971</b>
<b>Savings still to be found/ (surplus)</b>		<b>(153)</b>	<b>970</b>	<b>1,719</b>	<b>2,455</b>	<b>3,166</b>
Council Tax increase		1.50%	2.00%	2.50%	2.50%	2.50%
<b>Savings required in each year</b>		<b>793</b>	<b>1,148</b>	<b>749</b>	<b>737</b>	<b>710</b>

**APPENDIX 2**

**WORTHING BOROUGH COUNCIL**  
**Movements from Original Forecast**

<b>DESCRIPTION MOVE</b>	<b>2012/13 £'000</b>	<b>2013/14 £'000</b>	<b>2014/15 £'000</b>
(a) <b>CUSTOMER SERVICES</b> Final adjustment to remove 'profit' on land charges. Statutorily the account should break even.	27.0	27.0	27.0
(b) <b>DIGITAL AND RESOURCES</b> Additional cost arising from the renewal of CenSus IT maintenance agreement	13.0	13.0	13.0
(d) <b>ECONOMY</b> Removal of growth item approved in December for car park salaries which is no longer needed.	(5.0)	(5.0)	(5.0)
<b>NET IMPACT</b>	<b>35.0</b>	<b>35.0</b>	<b>35.0</b>

APPENDIX 3

Non-Committed growth	When / Value?			2015/16			
	2015/16	2016/17	Beyond	Adur	Adur - HRA	Worthing	Total
<p><b>DIGITAL AND RESOURCES DIRECTORATE</b></p> <p><b>Legal Services:</b></p> <p>Increase in hours of Senior Information Officer</p> <p>In 2008 the Census Partnership highlighted the lack of information security standards, procedures and practice to the Census Joint Steering Group who agreed for a Project Team to develop a suite of Information Security Policies. The policy was agreed by Joint Strategic Committee on 27<sup>th</sup> March 2012 and a suite of 12 policies have been developed and adopted by Management Team which set out the role and responsibilities of the Information Security Manager. These roles and responsibilities are new areas of work arising from the policies adopted by the Council. The work has been allocated to the Council's Senior Information Officer, who does not have the capacity to absorb this work into her current post.</p> <p>The duties of the role are to take day-to-day responsibility for developing, monitoring and overseeing the implementation of the Corporate Information and Records Management Policies, procedures and guidelines and proving the mechanisms for supporting Access to Information compliance.</p>	£'000	£'000	£'000	£'000	£'000	£'000	£'000
	14.3	14.3	14.3	0.0	0.0	14.3	14.3

**WORTHING:**  
**Revenue Budget Report**

## APPENDIX 3

Non-Committed growth	When / Value?			2015/16			
	2015/16	2016/17	Beyond	Adur	Adur - HRA	Worthing	Total
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<p><b>DIGITAL AND RESOURCES DIRECTORATE</b></p> <p><b>Legal Services:</b></p> <p>The policy approved by Joint Strategic Committee commits the Councils to putting in place policies, procedures, guidelines and mechanisms for improving good information management, information security and record keeping. The role and responsibilities assigned to the Information Security Manager are essential to the successful implementation and continued commitment to the laudable aims and objectives of the policy.</p> <p>Adur District Council approve it's share of the additional hours in 2014/15. The request is resubmitted for Worthing Borough Council to now approve the additional funding.</p> <p><b>Benefit/deliverables (outputs, impact on financial savings)</b></p> <p>i) Safeguarding the Councils and avoiding breaches of statutory data protection rules.</p> <p><b>Implication of unsuccessful bid</b></p> <p>There will be insufficient resources to carry out the role of Information Security Manager</p>							

APPENDIX 3

Non-Committed growth	When / Value?			2015/16			
	2015/16	2016/17	Beyond	Adur	Adur - HRA	Worthing	Total
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b><u>ECONOMY DIRECTORATE</u></b>							
<b><u>Major Projects Team</u></b>							
Three new major project managers to help design and deliver our major infrastructure projects	90.0						
<b>Less:</b> Contribution from WSCC	-35.0						
Net cost of new team	55.0	145.0	145.0	27.5		27.5	55.0
<b><i>Benefit/deliverables (outputs, impact on financial savings)</i></b>							
i) If we delivered our 15 major regeneration projects we would create 136,000m2 of business land, create 5,000 new jobs, 1,000 jobs in construction and safeguard a further 1,300 jobs. In the same period if we built the 7,000 new homes planned for in our emerging Local Plans in the next 10 years, we could generate an additional £9m-£10m in council tax revenue for the authorities.							
<b><i>Implication of unsuccessful bid</i></b>							

**WORTHING:**  
**Revenue Budget Report**

APPENDIX 3

Non-Committed growth	When / Value?			2015/16			
	2015/16	2016/17	Beyond	Adur	Adur - HRA	Worthing	Total
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>COMMUNITIES DIRECTORATE</b>							
<p><b>Provision for annual participatory budgeting exercise</b> Worthing Borough Council has held a participatory budgeting exercise called 'The Money Tree' for the last two years funded from reserves. It is proposed that £10,000 is set aside from the revenue budget to facilitate this initiative in the future.</p> <p><b>Benefit/deliverables (outputs, impact on financial savings)</b> The exercise is used to engage with young people and the local communities in how the council spends its resources</p> <p><b>Implication of unsuccessful bid</b> The exercise will have to continue to be funded from the reserves or will cease.</p>	10.0	10.0	10.0	0.0	0.0	10.0	10.0

APPENDIX 3

Non-Committed growth	When / Value?			2015/16			
	2015/16	2016/17	Beyond	Adur	Adur - HRA	Worthing	Total
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b><u>CUSTOMER SERVICES</u></b>							
<b><u>Revenues and Benefits and Customer Services Teams</u></b>	35.0	35.0	35.0	0.0	0.0	35.0	35.0
<b><u>Specialist Compliance and Quality officers</u></b>							
<b><i>Benefit/deliverables (outputs, impact on financial savings)</i></b>							
i) Improved capacity within the Revenues and Benefits (and Customer Service) Teams to meet the challenge of increasing workloads due to housing numbers, together with an increased base of staff skills and knowledge.							
<b><i>Implication of unsuccessful bid</i></b>							
Staff are not adequately briefed on changes to legislation and the approach to benefit and Council Tax administration leading to mistakes.							

**WORTHING:**  
**Revenue Budget Report**

APPENDIX 3

Non-Committed growth	When / Value?			2015/16			
	2015/16	2016/17	Beyond	Adur	Adur - HRA	Worthing	Total
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>CHIEF EXECUTIVE</b>							
<p><b>Organisational Development</b></p> <p>To provide funding for three streams of work:</p> <p>i) The essential development of the new Operational Leadership Group (OLG) which will encompass both personal and group development to help the new staff to step up to the new leadership roles.</p> <p>ii) To deliver talent management approach (initially with GSK) to provide accelerated development to key high potential staff in the organisation.</p> <p>iii) Improving our Digital competence.</p>	35.0	35.0	35.0	14.0		21.0	35.0
	149.3	239.3	239.3	41.5	0.0	107.8	149.3

**APPENDIX 4**

**SCHEDULE OF EARMARKED RESERVES**

Reserve	Balance as at 01.04.14	Planned Contributions	Planned Withdrawals	Forecast Balance as at 01.04.15	Planned Contributions	Planned Withdrawals	Forecast Balance as at 31.03.16
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<p>1. <b>CAPACITY ISSUES RESERVE</b>  <b>Purpose:</b>                      The Capacity Issues Reserve was set up in 2005/06 to give the Council scope to deal with a range of cost pressures expected to arise from 2006/07 onwards.</p>	2,015	309 **see below	(1,889) *see below	435	*see below	(109)	326
<p>2. <b>CREMATORIUM IMPROVEMENT</b>  <b>Purpose:</b>                      This reserve was established in 2005 to fund Crematorium infrastructure improvements.</p>	-	60	(60) C	-	60	(60) C	-
<p>3. <b>INSURANCE RESERVE</b>  <b>Purpose:</b>                      The Insurance Reserve was established in 1993/94 to develop risk management, fund self-insurance and to achieve longer-term revenue savings.</p>	436	31	(40)	427	31	(6)	452
<p><b>C = Capital Contribution      * To be confirmed at the year end      **Includes transfer in of Reserves 10 and 11</b></p>							

**WORTHING:**  
**Revenue Budget Report**

**APPENDIX 4**

**SCHEDULE OF EARMARKED RESERVES**

Reserve	Balance as at 01.04.14	Planned Contributions	Planned Withdrawals	Forecast Balance as at 01.04.15	Planned Contributions	Planned Withdrawals	Forecast Balance as at 31.03.16
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<p>4. <b>JOINT HEALTH PROMOTION</b> <b>Purpose:</b> The Joint Health Promotion reserve was established in 2005 with funding received from the local Primary Care Trust for health promotion projects.</p>	22	-	-	22	-	-	22
<p>5. <b>LEISURE LOTTERY AND OTHER PARTNERSHIP</b> <b>Purpose:</b> The Leisure, Lottery and Other Partnerships Reserve was established in 1995/96 to assist in financing capital schemes attracting substantial support from the National Lottery distributor bodies and other funding agencies and organisations. This reserve is currently earmarked for support to the Museum Redevelopment bid and the Football Foundation bid.</p>	78 C	-	-	78	-	-	78

**C = Capital Contribution**

**SCHEDULE OF EARMARKED RESERVES**

Reserve	Balance as at 01.04.14	Planned Contributions	Planned Withdrawals	Forecast Balance as at 01.04.15	Planned Contributions	Planned Withdrawals	Forecast Balance as at 31.03.16
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
6. <b>MUSEUM RESERVE</b> <b>Purpose:</b> The Museum Reserve was established in 1993/94 to support the overall service aims of the Museum and Art Gallery on occasions where annual budgets do not allow the work of the Museum and Art Gallery to progress in a manner which will contribute to achieving these aims.	112	-	-	112	-	-	112
7. <b>THEATRE TICKET LEVY</b> <b>Purpose:</b> Established in 2013/14 to fund refurbishment and other works for all of WBC's theatres.	27	60	(23)	64	80	(143)	1
8. <b>PLANNING DELIVERY GRANT RESERVE</b> <b>Purpose:</b> The Planning Delivery Grant was set up in 2006/07 to carry forward grant received in previous years, which has been approved by Cabinet to be spent on specific planning initiatives.	124	-	(38)	86	-	(30)	56
<b>C = Capital Contribution</b>							

**WORTHING:**  
**Revenue Budget Report**
**APPENDIX 4**
**SCHEDULE OF EARMARKED RESERVES**

Reserve	Balance as at 01.04.14	Planned Contributions	Planned Withdrawals	Forecast Balance as at 01.04.15	Planned Contributions	Planned Withdrawals	Forecast Balance as at 31.03.16
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
9. <b>SPECIAL AND OTHER EMERGENCY EXPENDITURE</b> <b>Purpose:</b> The Special and Other Emergency Expenditure Reserve was set up to fund strategic or unforeseen one-off expenditure, which may arise.	149	-	(74)	75	-	-	75
10. <b>VAT EXEMPTIONS LIABILITY</b> <b>Purpose:</b> The VAT Exemption Liability Reserve was set up in 2002 to meet potential VAT liabilities.	212	-	(212)	-	-	-	-
11. <b>VEHICLE REPAIRS &amp; RENEWAL</b> <b>Purpose:</b> The Vehicle Repairs and Renewal Fund was set up in 2008 to meet future maintenance costs of the Adur and Worthing Council Services Fleet.	97	-	(97)	-	-	-	-
12. <b>CAPITAL EXPENDITURE RESERVE</b>	73	-	-	73	-	-	73

**C = Capital Contribution**

**APPENDIX 4**

**SCHEDULE OF EARMARKED RESERVES**

Reserve	Balance as at 01.04.14	Planned Contributions	Planned Withdrawals	Forecast Balance as at 01.04.15	Planned Contributions	Planned Withdrawals	Forecast Balance as at 31.03.16
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
13. <b>GRANTS &amp; CONTRIBUTIONS</b> Held in reserves	545	-	-	545	-	-	545
14. <b>PROJECTED UNDERSPEND</b> Reserves to be identified at outturn.	-	156 *see below	-	156	-	-	156
15. <b>GENERAL FUND WORKING BALANCE</b>	844	-	-	844	-	-	844
<b>TOTAL</b>	<b>4,734</b>	<b>616</b>	<b>(2,433)</b>	<b>2,917</b>	<b>171</b>	<b>(348)</b>	<b>2,740</b>

**C = Capital Contribution - \* Contribution to be confirmed at the year-end**

**BUDGET CONSULTATION 2014**

Before you start the survey please be aware that you are required to give an answer for all the multiple choice questions.

In order for us to be able to analyse the results in the best way possible, please could you tell us the following:

**ABOUT YOU:**

**1. Do you live in:**

Adur District Council	1,726
Worthing Borough Council	2,575

**2. Do you currently claim Council Tax Benefit?**

Worthing		
Yes	380	(14.8%)
No	2,195	(85.2%)

**3. Do you think the Council should reduce the amount of financial support we give to residents on low incomes by increasing the amount we ask them to pay in Council Tax? (some residents on very low incomes currently pay no Council Tax)**

Worthing		
Yes	1,468	(57.0%)
No	1,107	(43.0%)

This can be further broken down between those that claim benefit and those that don't as follows:

Worthing	Yes	No
Council Tax Benefit claimants	18.9% (72)	81.1% (308)
Other residents	63.6% (1,396)	36.4% (799)

**BUDGET CONSULTATION 2014**

We have come up with 4 ideas of how we could make changes to our current scheme. Please could you answer all the questions:

**IDEA 1**

**4. All working age claimants should pay something?**

Worthing		
Strongly Agree	1,032	(40.0%)
Agree	1,021	(39.7%)
Disagree	324	(12.6%)
Strongly Disagree	198	(7.7%)

**5. Some claimants currently have no Council Tax to pay because they receive the maximum level of Council Tax support. After Council Tax support has been awarded to these working age claimants, should they be asked to pay?**

Worthing		
Nothing	521	(20.2%)
At least £2.50 per week	825	(32.1%)
At least £5.00 per week	816	(31.7%)
More than £5.00 per week	413	(16.0%)

**IDEA 2**

**6. Working age claimants living in larger properties should pay proportionately more than claimants living in smaller properties?**

Worthing		
Strongly Agree	836	(32.5%)
Agree	969	(37.6%)
Disagree	396	(15.4%)
Strongly Disagree	193	(7.5%)
I don't know	181	(7.0%)

**BUDGET CONSULTATION 2014**

**IDEA 2**

7. **Do you think the maximum support a claimant is entitled to should be higher or lower than the average Council Tax Band C (equivalent to £1,404.32 in Adur and £1,350.32 per year in Worthing)?**

Worthing		
More than Band C	207	(8.0%)
Same as Band C	1,315	(51.1%)
Less than Band C	1,053	(40.9%)

**IDEA 3**

8. **Some people can afford to pay their Council Tax, but they pay a lower amount because a family member or friend (who is on a low income) lives with them. Do you think these awards should stop for working age claimants?**

Worthing		
Strongly Agree	1,151	(44.7%)
Agree	1,043	(40.5%)
Disagree	255	(9.9%)
Strongly Disagree	126	(4.9%)

**IDEA 4**

9. **Working age claimants with savings should pay more than those with little or no savings? (The current savings cap set by the government is £16,000).**

Worthing		
Strongly Agree	487	(18.9%)
Agree	781	(30.3%)
Disagree	801	(31.1%)
Strongly Disagree	506	(19.7%)

**BUDGET CONSULTATION 2014**

**IDEA 4**

10. What is the level of savings people can have and still be able to claim benefit?

Worthing		
None	472	(18.3%)
£6,000	621	(24.1%)
£10,000	671	(26.1%)
More than £10,000	811	(31.5%)

11. If these ideas go ahead, what level of impact do you think this would have on your household?

Worthing		
High Impact	143	(5.6%)
Medium Impact	253	(9.8%)
Low Impact	520	(20.2%)
No Impact	1,162	(45.1%)
I don't know	497	(19.3%)

**COUNCIL TAX FOR NEXT YEAR**

The councils have managed to freeze council tax for the past four years despite a reduction in government grant of over 40%. Both councils expect a further reduction in a grant for 2015-16 of around 20% which is equivalent to £516,000 for Adur District Council and £778,000 for Worthing Borough Council.

12. With this in mind, would you prefer...

Worthing		
A small increase which will help the Councils to protect priority services	1,671	64.9%
To freeze Council Tax for the fourth year in a row and cut services	904	35.1%

**WORTHING:**  
**Revenue Budget Report**

## APPENDIX 6

PROPERTY ANALYSIS AND CALCULATION OF TAX BASE										
Properties	Band A -	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Total
Ratio to Band D	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
Number of Dwellings	0.00	7,588.00	10,919.00	12,735.00	8,996.00	5,235.00	2,295.00	883.00	25.00	48,676.00
Less: Exemptions	0.00	-162.00	-157.00	-111.00	-94.00	-49.00	-14.00	-4.00	0.00	-591.00
	0.00	7,426.00	10,762.00	12,624.00	8,902.00	5,186.00	2,281.00	879.00	25.00	48,085.00
Disabled Relief Adjustment (net)	9.00	29.00	20.00	-5.00	-7.00	-15.00	5.00	-19.00	-17.00	0.00
Chargeable Dwellings	<b>9.00</b>	<b>7,455.00</b>	<b>10,782.00</b>	<b>12,619.00</b>	<b>8,895.00</b>	<b>5,171.00</b>	<b>2,286.00</b>	<b>860.00</b>	<b>8.00</b>	<b>48,085.00</b>
Broken down as follows:										
Full Charge	3.00	2,537.00	5,824.00	8,484.00	6,400.00	3,977.00	1,871.00	701.00	5.00	29,802.00
25% Discount (Including Adj for SP dis)	6.00	4,849.00	4,884.00	4,101.00	2,465.00	1,172.00	374.00	126.00	0.00	17,977.00
50% Discount	0.00	83.00	115.00	126.00	111.00	65.00	62.00	39.00	3.00	604.00
0% Discount (Long Term Empty Homes)	0.00	315.00	285.00	146.00	81.00	44.00	11.00	20.00	0.00	902.00
Total Equivalent Number of Dwellings	7.50	6,233.25	9,527.50	11,580.75	8,268.25	4,865.50	2,174.00	813.50	6.50	43,476.75
Reduction in tax base due to Council Tax Support	5.02	1,682.08	1,694.77	1,216.81	403.05	137.50	23.63	5.27	0.00	5,168.13
Adjusted equivalent total dwellings	<b>2.48</b>	<b>4,551.17</b>	<b>7,832.73</b>	<b>10,363.94</b>	<b>7,865.20</b>	<b>4,728.00</b>	<b>2,150.37</b>	<b>808.23</b>	<b>6.50</b>	<b>38,308.62</b>
Band D Equivalents										
Revenue Support Settlement	1.40	3,034.10	6,092.20	9,212.40	7,865.20	5,778.70	3,106.10	1,347.10	13.00	36,450.20
Add: Forecast new homes	0.00	13.70	135.30	121.30	37.00	13.40	14.40	-0.90	0.00	334.20
Add: Second Homes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Less: Adjustments for Losses on Collection, and Void Properties	0.00	0.00	0.00	0.00	220.00	0.00	0.00	0.00	0.00	220.00
<b>COUNCIL TAX BASE</b>	<b>1.40</b>	<b>3,047.80</b>	<b>6,227.50</b>	<b>9,333.70</b>	<b>7,682.20</b>	<b>5,792.10</b>	<b>3,120.50</b>	<b>1,346.20</b>	<b>13.00</b>	<b>36,564.40</b>
<b>ADJUSTED COUNCIL TAX BASE</b>										<b>36,564.40</b>

## **DECISION**

The following appendices have been updated to reflect the recommendations from Executive as laid out in the Record of Decisions.

## **THE DECISION OF THE EXECUTIVE**

At its meeting on 2<sup>nd</sup> February, 2015, the Executive:

- (i) Considered which of the growth items detailed at appendix 3 should be included within the revenue budget in 2015/16, with the exception of the legal services bid which was not supported, all other bids were approved for inclusion in the budget;
- (ii) Recommended to Council the draft budgets for 2015/16 at Appendix 7, as submitted in Executive Member Portfolio order, and the transfer to Reserves leading to a net budget requirement of £13,824,240, subject to the adjustments required in (i) above;
- (iii) Approved the rationalisation of the reserves as outlined in paragraph 7.7 of the report;
- (iv) Considered which Band D Council Tax to recommend to Council for Worthing Borough Council's requirements in 2015/16 as set out in paragraph 12.3; this was determined as 0% increase therefore the band D as recommended for 2015/16 was £216.00.

The Chief Financial Officer reported verbally at the Executive that there:

- were no changes arising from the Local Government Settlement;
- was an increase in the income from the Business Rate Retention Scheme that has increased surplus business rates from £182,000 to £234,000. These changes have been incorporated into the following appendices.

## **DECISION OF THE COUNCIL**

At its meeting on the 17<sup>th</sup> February 2015, Worthing Council agreed a 0% Council Tax for 2015/16.

The Council noted and agreed the following:

- (a) that on 2<sup>nd</sup> February 2015, the Executive calculated the Council Tax Base 2015/16 as **36,564.4** [Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (the "Act")];
- (b) the Council Tax requirement for the Council's own purposes for 2015/16 is **£7,897,910**.

**DECISION OF THE COUNCIL**

That the following amounts be calculated by the Council for the year 2015/16 in accordance with Sections 31 to 36 of the Act:

- (a)           **£83,747,180**      being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act.
- (b)           **£75,849,270**      being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
- (c)           **£7,897,910**        being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act, as its Council Tax requirement for the year. (Item R), in the formula in Section 31B of the Act).
- (d)           **£216.00**            being the amount at 3(c) above (Item R), all divided by Item T (1(a) above), calculated by the Council in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year.
- (e)           **£0.00**              being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act.
- (f)           **£216.00**            being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year.

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**APPENDIX 7**  
**CIVIC BUDGET TABLE 2015/2016**  
**Summary of Executive Member Requirements**

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**INDIVIDUAL MEMBER PORTFOLIOS**  
**Summary and Variance Pages**

**WORTHING BUDGET 2015/16**  
**Summary of Executive Member Portfolios**



**APPENDIX 7**

<b>EXECUTIVE PORTFOLIO</b>	<b>ESTIMATE 2014/15</b>	<b>ESTIMATE 2015/16</b>
	<b>£</b>	<b>£</b>
Environment	3,503,140	3,265,280
Health and Wellbeing	1,325,400	1,215,000
Customer Services	3,792,090	3,981,290
Leader	1,008,200	893,980
Regeneration	2,494,550	2,296,610
Resources	3,238,620	2,782,420
Support Services Depreciation Not Charged To Services	767,730	864,510
<b>NET SERVICE EXPENDITURE</b>	<b>16,129,730</b>	<b>15,299,090</b>
Credit Back Depreciation / Impairments	(3,178,370)	(2,738,770)
Minimum Revenue Provision	1,207,040	1,221,070
	<b>14,158,400</b>	<b>13,781,390</b>
Transfer to / from Reserves	14,260	(17,190)
Balance Available to Transfer To / (From) Reserves	(195,880)	79,280
<b>Total budget requirement before external support from government</b>	<b>13,976,780</b>	<b>13,843,480</b>
Baseline Funding	(2,397,990)	(2,443,810)
Additional business rate income	(171,560)	(234,000)
Revenue Support Grant	(2,790,410)	(2,043,070)
Council Tax Reduction Scheme Grant	(60,000)	(60,000)
Council Tax Freeze Grant	(87,740)	(85,710)
Other unfenced grants (New homes bonus & Ctax Transition)	(834,940)	(1,080,890)
Contribution to/ (from) Collection Fund	(3,080)	1,910
<b>Amount required from Council Tax</b>	<b>7,631,060</b>	<b>7,897,910</b>
Council Tax Base	<b>35,329.0</b>	<b>36,564.4</b>
<b>Average Band D Council Tax - Worthing Borough</b>	<b>216.00</b>	<b>216.00</b>
% increase	-	0.0%

SERVICE	ESTIMATE 2014/2015	ESTIMATE 2015/2016
	£	£
<b>DIRECTOR OF DIGITAL AND RESOURCES</b>		
<b>Business and Technical Services</b>		
Engineering	82,810	57,370
Surveying & Design	387,060	428,130
	<b>469,870</b>	<b>485,500</b>
<b>DIRECTOR OF COMMUNITIES</b>		
<b>Environment</b>		
Allotments	29,570	59,200
Cemeteries	118,100	98,780
Crematorium	(1,205,640)	(1,228,840)
Environmental Health - Domestic	143,470	156,790
Parks	1,609,260	1,690,760
	<b>694,760</b>	<b>776,690</b>
<b>Leisure</b>		
Leisure FIT4	1,164,780	674,730
	<b>1,164,780</b>	<b>674,730</b>
<b>Wellbeing</b>		
Community Wellbeing	116,590	143,990
Environmental Health - Domestic	147,800	147,770
	<b>264,390</b>	<b>291,760</b>
<b>DIRECTOR OF ECONOMY</b>		
<b>Parking</b>		
Parking	(945,450)	(812,070)
	<b>(945,450)</b>	<b>(812,070)</b>
<b>DIRECTOR OF CUSTOMER SERVICES</b>		
<b>Waste and Cleansing</b>		
Abandoned Vehicles	27,390	34,040
Clinical Waste	28,160	38,090
Compliance	(1,670)	(1,700)
Graffiti	27,690	19,750
Recycling	(157,860)	(158,710)
Refuse	1,370,370	1,421,990
Street Cleansing	802,110	758,710
Trade Refuse	(242,710)	(266,090)
Vehicle Workshop	1,310	2,590
	<b>1,854,790</b>	<b>1,848,670</b>
<b>TOTAL ENVIRONMENT PORTFOLIO</b>	<b>3,503,140</b>	<b>3,265,280</b>

**WORTHING - ENVIRONMENT PORTFOLIO - 2015/2016 - SUBJECTIVE ANALYSIS**

SERVICE / ACTIVITY	Employees	Direct Recharges	Premises	Transport	Supplies & Services	Third Party	Income	Service Controlled Budget	Support	Capital Charges	TOTAL BUDGET
<b>DIRECTOR FOR DIGITAL AND RESOURCES</b>	£		£	£	£	£	£	£	£	£	£
<b>Business and Technical Services</b>											
Engineering	-	24,720	27,900	-	-	-	-	52,620	4,750	-	57,370
Surveying & Design	-	50,940	325,000	-	60	-	(560)	375,440	5,930	46,760	428,130
<b>DIRECTOR OF COMMUNITIES</b>											
<b>Environment</b>											
Allotments	-	12,160	9,010	-	-	-	(390)	20,780	35,780	2,640	59,200
Cemeteries	-	82,350	184,590	-	16,400	-	(234,240)	49,100	41,960	7,720	98,780
Crematorium	318,110	28,110	437,850	4,400	145,370	-	(2,328,440)	(1,394,600)	94,410	71,350	(1,228,840)
Environmental Health - Domestic	-	110,730	-	-	-	-	-	110,730	42,310	3,750	156,790
Parks	-	627,400	696,180	-	146,760	-	(248,590)	1,221,750	260,940	208,070	1,690,760
<b>Leisure</b>											
Leisure FIT4	-	58,600	332,030	-	-	(324,100)	-	66,530	-	608,200	674,730
<b>Wellbeing</b>											
Community Wellbeing	-	130,090	-	-	-	-	-	130,090	13,900	-	143,990
Environmental Health - Domestic	-	720	-	-	-	-	(3,180)	(2,460)	150,230	-	147,770
<b>DIRECTOR OF ECONOMY</b>											
<b>Parking</b>											
Parking	285,060	200,030	631,690	10,200	161,760	-	(2,282,110)	(993,370)	50,280	131,020	(812,070)
<b>DIRECTOR OF CUSTOMER SERVICES</b>											
<b>Waste and Cleansing</b>											
Abandoned Vehicles	-	-	-	-	2,160	-	(440)	1,720	32,320	-	34,040
Clinical Waste	-	(3,700)	6,540	-	-	-	-	2,840	33,410	1,840	38,090
Compliance	-	-	-	-	-	-	(1,700)	(1,700)	-	-	(1,700)
Graffiti	-	14,050	-	-	-	-	-	14,050	5,700	-	19,750
Recycling	-	(454,710)	-	-	-	1,400	-	(453,310)	173,420	121,180	(158,710)
Refuse	-	1,068,700	-	-	-	-	-	1,068,700	164,120	189,170	1,421,990
Street Cleansing	-	897,920	-	-	-	-	(310,780)	587,140	91,960	79,610	758,710
Trade Refuse	-	290,140	8,080	-	367,120	-	(1,021,550)	(356,210)	46,760	43,360	(266,090)
Vehicle Workshop	-	-	-	-	-	-	-	0	-	2,590	2,590
	<b>603,170</b>	<b>3,138,250</b>	<b>2,658,870</b>	<b>14,600</b>	<b>839,630</b>	<b>(322,700)</b>	<b>(6,431,980)</b>	<b>499,840</b>	<b>1,248,180</b>	<b>1,517,260</b>	<b>3,265,280</b>
<b>Percentage Direct Cost</b>	9%	45%	38%	0%	12%	-5%					

**ENVIORNMENT PORTFOLIO - SUMMARY OF CHANGES SINCE THE ORIGINAL BUDGET - 2015/16**

SERVICE / ACTIVITY	Original Estimate 2014/15	Inflation	One off - items	Committed Growth	Compensatory savings	Impact of Capital programme	Additional Income	Savings	Non-MTFP Other Changes	TOTAL BUDGET
	£	£	£	£	£	£		£	£	£
<b>DIRECTOR FOR DIGITAL AND RESOURCES</b>										
<b>Business and Technical Services</b>										
Engineering	82,810	530	-	-	-	-	-	-	(25,970)	57,370
Surveying & Design	387,060	5,860	-	21,800	-	-	-	-	13,410	428,130
<b>DIRECTOR OF COMMUNITIES</b>										
<b>Environment</b>										
Allotments	29,570	(190)	-	18,800	-	-	-	-	11,020	59,200
Cemeteries	118,100	(680)	-	-	-	-	-	-	(18,640)	98,780
Crematorium	(1,205,640)	(27,940)	-	-	-	-	-	(45,000)	49,740	(1,228,840)
Environmental Health - Domestic	143,470	-	-	-	-	-	-	-	13,320	156,790
Parks	1,609,260	17,890	-	34,000	-	-	-	(20,000)	49,610	1,690,760
<b>Leisure</b>										
Leisure FIT4	1,164,780	-	-	-	-	-	-	(366,940)	(123,110)	674,730
<b>Wellbeing</b>										
Community Wellbeing	116,590	-	-	-	-	-	-	-	27,400	143,990
Environmental Health - Domestic	147,800	(60)	-	-	-	-	-	-	30	147,770
<b>DIRECTOR OF ECONOMY</b>										
<b>Parking</b>										
Parking	(945,450)	(15,460)	-	-	-	-	-	-	148,840	(812,070)
<b>DIRECTOR OF CUSTOMER SERVICES</b>										
<b>Waste and Cleansing</b>										
Abandoned Vehicles	27,390	30	-	-	-	-	-	-	6,620	34,040
Clinical Waste	28,160	130	-	-	-	-	-	-	9,800	38,090
Compliance	(1,670)	(30)	-	-	-	-	-	-	-	(1,700)
Graffiti	27,690	-	-	-	-	-	-	-	(7,940)	19,750
Recycling	(157,860)	-	-	-	-	-	-	-	(850)	(158,710)
Refuse	1,370,370	-	-	-	-	-	-	-	51,620	1,421,990
Street Cleansing	802,110	(6,090)	-	-	-	-	-	-	(37,310)	758,710
Trade Refuse	(242,710)	(12,120)	-	-	-	-	-	(28,000)	16,740	(266,090)
Vehicle Workshop	1,310	-	-	-	-	-	-	-	1,280	2,590
	<b>3,503,140</b>	<b>(38,130)</b>	<b>0</b>	<b>74,600</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(459,940)</b>	<b>185,610</b>	<b>3,265,280</b>

# HEALTH AND WELLBEING PORTFOLIO

SERVICE	ESTIMATE 2014/2015	ESTIMATE 2015/2016
	£	£
<b>DIRECTOR OF COMMUNITIES</b>		
Worthing Festival	3,230	3,300
	<b>3,230</b>	<b>3,300</b>
<b>Grants</b>		
Grants	22,440	9,170
	<b>22,440</b>	<b>9,170</b>
<b>Housing</b>		
Housing	80,550	80,530
	<b>80,550</b>	<b>80,530</b>
<b>Wellbeing</b>		
Community Wellbeing	364,050	392,760
Community Safety	166,130	182,760
Environment Health - Commercial	356,390	320,610
Environment Health - Licensing	33,260	21,680
Environment Health - Domestic	154,010	123,720
	<b>1,073,840</b>	<b>1,041,530</b>
<b>DIRECTOR OF DIGITAL AND RESOURCES</b>		
<b>Business and Technical Services</b>		
Engineering	50,660	50,730
	<b>50,660</b>	<b>50,730</b>
<b>DIRECTOR OF ECONOMY</b>		
<b>Culture</b>		
Theatres	34,160	29,720
	<b>34,160</b>	<b>29,720</b>
<b>DIRECTOR OF CUSTOMER SERVICES</b>		
<b>Revenues and Benefits</b>		
Revenues	60,520	20
	<b>60,520</b>	<b>20</b>
<b>TOTAL HEALTH AND WELLBEING PORTFOLIO</b>	<b>1,325,400</b>	<b>1,215,000</b>

WORTHING -HEALTH AND WELLBEING PORTFOLIO - 2015/2016 - SUBJECTIVE ANALYSIS

SERVICE / ACTIVITY	Employees	Direct Recharges	Premises	Transport	Supplies & Services	Third Party	Income	Service Controlled Budget	Support	Capital Charges	TOTAL BUDGET
	£	£	£	£	£	£	£	£	£	£	£
<b>DIRECTOR OF COMMUNITIES</b>											
Worthing Festival	-	-	2,860	-	440	-	-	3,300	-	-	3,300
<b>Grants</b>											
Grants	-	9,170	-	-	-	-	-	9,170	-	-	9,170
<b>Housing</b>											
Housing	-	-	-	-	-	-	(100)	(100)	80,630	-	80,530
<b>Wellbeing</b>											
Community Wellbeing	-	158,860	-	-	208,040	-	-	366,900	25,860	-	392,760
Community Safety	-	105,000	3,540	-	31,820	-	-	140,360	35,720	6,680	182,760
Environment Health - Commercial	-	275,630	-	-	6,300	-	(140)	281,790	38,820	-	320,610
Environment Health - Licensing	-	176,740	-	-	3,710	-	(210,480)	(30,030)	51,710	-	21,680
Environment Health - Domestic	-	800	-	-	52,180	-	(3,440)	49,540	73,920	260	123,720
<b>DIRECTOR FOR DIGITAL AND RESOURCES</b>											
<b>Business and Technical Services</b>											
Engineering	-	4,560	46,170	-	-	-	-	50,730	-	-	50,730
<b>DIRECTOR OF ECONOMY</b>											
<b>Culture</b>											
Theatres	-	-	-	-	55,080	-	(25,360)	29,720	-	-	29,720
<b>DIRECTOR OF CUSTOMER SERVICES</b>											
<b>Revenues and Benefits</b>											
Revenues	-	-	-	-	20	-	-	20	-	-	20
	<b>0</b>	<b>730,760</b>	<b>52,570</b>	<b>0</b>	<b>357,590</b>	<b>0</b>	<b>(239,520)</b>	<b>901,400</b>	<b>306,660</b>	<b>6,940</b>	<b>1,215,000</b>
<b>Percentage Direct Cost</b>	0%	64%	5%	0%	31%	0%					

## HEALTH AND WELLBEING PORTFOLIO - SUMMARY OF CHANGES SINCE THE ORIGINAL BUDGET - 2015/16

SERVICE / ACTIVITY	Original Estimate 2014/15	Inflation	One off - items	Committed Growth	Compensatory savings	Impact of Capital programme	Additional Income	Savings	Non-MTFP Other Changes	TOTAL BUDGET
	£	£	£	£	£	£		£	£	£
<b>DIRECTOR OF COMMUNITIES</b>										
Worthing Festival	3,230	70	-	-	-	-	-	-	-	3,300
<b>Grants</b>										
Grants	22,440	-	-	-	-	-	-	-	(13,270)	9,170
<b>Housing</b>										
Housing	80,550	-	-	-	-	-	-	-	(20)	80,530
<b>Wellbeing</b>										
Community Wellbeing	364,050	3,160	-	-	-	-	-	(14,280)	39,830	392,760
Community Safety	166,130	690	-	-	-	-	-	-	15,940	182,760
Environment Health - Commercial	356,390	120	-	-	-	-	-	-	(35,900)	320,610
Environment Health - Licensing	33,260	(4,370)	-	22,500	-	-	-	(6,000)	(23,710)	21,680
Environment Health - Domestic	154,010	1,050	-	-	-	-	-	(5,500)	(25,840)	123,720
<b>DIRECTOR FOR DIGITAL AND RESOURCES</b>										
<b>Business and Technical Services</b>										
Engineering	50,660	910	-	-	-	-	-	-	(840)	50,730
<b>DIRECTOR OF ECONOMY</b>										
<b>Culture</b>										
Theatres	34,160	580	-	-	-	-	-	-	(5,020)	29,720
<b>DIRECTOR OF CUSTOMER SERVICES</b>										
<b>Revenues and Benefits</b>										
Revenues	60,520	-	-	-	-	-	-	(60,500)	-	20
	<b>1,325,400</b>	<b>2,210</b>	<b>0</b>	<b>22,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(86,280)</b>	<b>(48,830)</b>	<b>1,215,000</b>

# CUSTOMER SERVICES PORTFOLIO

SERVICE	ESTIMATE 2014/2015	ESTIMATE 2015/2016
	£	£
<b>DIRECTOR OF COMMUNITIES</b>		
<b>Environment</b>		
Lido/Pier/Pavilion	193,580	190,720
Community Parks & Open Spaces - Brooklands	(5,100)	(5,200)
	<b>188,480</b>	<b>185,520</b>
<b>Housing</b>		
Housing	934,560	869,970
Housing Improvement Assistance	88,770	119,820
Housing Strategy	40,880	30,890
	<b>1,064,210</b>	<b>1,020,680</b>
<b>Wellbeing</b>		
Community Wellbeing	176,980	193,870
	<b>176,980</b>	<b>193,870</b>
<b>DIRECTOR OF ECONOMY</b>		
<b>Culture</b>		
Theatres	1,191,390	1,288,270
Museums	456,370	543,180
	<b>1,647,760</b>	<b>1,831,450</b>
<b>DIRECTOR OF DIGITAL AND RESOURCES</b>		
<b>Finance</b>		
Fraud, Verification & Adjudication	-	20,000
	-	<b>20,000</b>
<b>DIRECTOR OF CUSTOMER SERVICES</b>		
<b>Revenues and Benefits</b>		
Revenues	185,320	257,560
Benefits	529,340	472,210
	<b>714,660</b>	<b>729,770</b>
<b>TOTAL CUSTOMER SERVICES PORTFOLIO</b>	<b>3,792,090</b>	<b>3,981,290</b>

**WORTHING - CUSTOMER SERVICES PORTFOLIO - 2015/2016 - SUBJECTIVE ANALYSIS**

SERVICE / ACTIVITY	Employees	Direct Recharges	Premises	Transport	Supplies & Services	Third Party	Income	Service Controlled Budget	Support	Capital Charges	TOTAL BUDGET
	£		£	£	£	£	£	£	£	£	£
<b>DIRECTOR OF COMMUNITIES</b>											
Lido/Pier/Pavilion	-	39,460	248,930	-	8,690	-	(116,240)	180,840	9,880	-	190,720
Brooklands	-	-	(5,200)	-	-	-	-	(5,200)	-	-	(5,200)
<b>Culture</b>											
Theatres	1,285,640	105,560	457,710	3,780	1,945,730	-	(3,140,260)	658,160	276,190	353,920	1,288,270
Museums	238,860	34,330	108,270	1,020	42,270	-	(50,830)	373,920	96,060	73,200	543,180
<b>Housing</b>											
Housing	-	318,740	-	-	408,290	151,680	(272,630)	606,080	260,640	3,250	869,970
Housing Improvement Assistance	-	121,250	-	-	-	-	(39,560)	81,690	38,130	-	119,820
Housing Strategy	-	29,210	-	-	-	-	-	29,210	1,680	-	30,890
<b>Wellbeing</b>											
Community Wellbeing	-	18,020	37,390	-	610	-	-	56,020	8,540	129,310	193,870
<b>DIRECTOR FOR DIGITAL AND RESOURCES</b>											
<b>Finance</b>											
Fraud, Verification & Adjudication	-	-	-	-	80,000	-	(60,000)	20,000	-	-	20,000
<b>DIRECTOR OF CUSTOMER SERVICES</b>											
<b>Revenues and Benefits</b>											
Revenues	342,460	29,950	-	3,180	85,580	-	(524,230)	(63,060)	320,620	-	257,560
Benefits	390,650	331,280	-	310	82,020	35,886,240	(36,633,440)	57,060	415,150	-	472,210
	<b>2,257,610</b>	<b>1,027,800</b>	<b>847,100</b>	<b>8,290</b>	<b>2,653,190</b>	<b>36,037,920</b>	<b>(40,837,190)</b>	<b>1,994,720</b>	<b>1,426,890</b>	<b>559,680</b>	<b>3,981,290</b>
<b>Percentage Direct Cost</b>	5%	2%	2%	0%	6%	84%					

**CUSTOMER SERVICES PORTFOLIO - SUMMARY OF CHANGES SINCE THE ORIGINAL BUDGET - 2015/16**

SERVICE / ACTIVITY	Original Estimate 2014/15	Inflation	One off - items	Committed Growth	Compensatory savings	Impact of Capital programme	Additional Income	Savings	Non-MTFP Other Changes	TOTAL BUDGET
	£	£	£	£	£	£		£	£	£
<b>DIRECTOR OF COMMUNITIES</b>										
Lido/Pier/Pavilion	193,580	2,900	-	-	-	-	-	(9,700)	3,940	190,720
Brooklands	(5,100)	(100)	-	-	-	-	-	-	-	(5,200)
<b>Culture</b>										
Theatres	1,191,390	39,490	-	-	-	-	-	-	57,390	1,288,270
Museums	456,370	14,230	-	82,000	-	-	-	(17,010)	7,590	543,180
<b>Housing</b>										
Housing	934,560	5,580	-	15,000	-	-	-	(12,000)	(73,170)	869,970
Housing Improvement Assistance	88,770	(780)	-	-	-	-	-	-	31,830	119,820
Housing Strategy	40,880	-	-	-	-	-	-	-	(9,990)	30,890
<b>Wellbeing</b>										
Community Wellbeing	176,980	630	-	-	-	-	-	-	16,260	193,870
<b>DIRECTOR FOR DIGITAL AND RESOURCES</b>										
<b>Finance</b>										
Fraud, Verification & Adjudication	-	-	-	20,000	-	-	-	-	-	20,000
<b>DIRECTOR OF CUSTOMER SERVICES</b>										
<b>Revenues and Benefits</b>										
Revenues	185,320	2,360	-	55,000	-	-	-	-	14,880	257,560
Benefits	529,340	16,910	-	39,290	-	-	-	-	(113,330)	472,210
	<b>3,792,090</b>	<b>81,220</b>	<b>0</b>	<b>211,290</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(38,710)</b>	<b>(64,600)</b>	<b>3,981,290</b>

SERVICE	ESTIMATE 2014/2015	ESTIMATE 2015/2016
	£	£
<b>CHIEF EXECUTIVE OFFICE</b>		
<b>Communications</b>		
Head of Communication	-	10,000
Communications	12,010	16,290
Performance and Scrutiny	16,550	200
	<b>28,560</b>	<b>26,490</b>
<b>DIRECTOR OF COMMUNITIES</b>		
<b>Wellbeing</b>		
Democratic Services	710,970	586,580
	<b>710,970</b>	<b>586,580</b>
<b>DIRECTOR OF CUSTOMER SERVICES</b>		
<b>Elections</b>		
Elections	268,670	280,910
	<b>268,670</b>	<b>280,910</b>
<b>TOTAL LEADER PORTFOLIO</b>	<b>1,008,200</b>	<b>893,980</b>

WORTHING - THE LEADER PORTFOLIO - 2015/2016 - SUBJECTIVE ANALYSIS

SERVICE / ACTIVITY	Employees	Direct Recharges	Premises	Transport	Supplies & Services	Third Party	Income	Service Controlled Budget	Support	Capital Charges	TOTAL BUDGET
	£		£	£	£	£	£	£	£	£	£
<b>CHIEF EXECUTIVE</b>											
<b>Communications</b>											
Head of Communication	-	-	-	-	10,000	-	-	10,000	-	-	10,000
Communications	-	9,260	-	-	-	-	-	9,260	7,030	-	16,290
Performance and Scrutiny	-	-	-	-	200	-	-	200	-	-	200
<b>DIRECTOR OF COMMUNITIES</b>											
<b>Wellbeing</b>											
Democratic Services	254,770	253,520	-	4,290	34,980	-	-	547,560	39,020	-	586,580
<b>DIRECTOR OF CUSTOMER SERVICES</b>											
<b>Elections</b>											
Elections	-	124,680	1,260	-	138,500	-	(5,290)	259,150	18,190	3,570	280,910
	<b>254,770</b>	<b>387,460</b>	<b>1,260</b>	<b>4,290</b>	<b>183,680</b>	<b>0</b>	<b>(5,290)</b>	<b>826,170</b>	<b>64,240</b>	<b>3,570</b>	<b>893,980</b>
<b>Percentage Direct Cost</b>	31%	47%	0%	1%	22%	0%					

**THE LEADER PORTFOLIO - SUMMARY OF CHANGES SINCE THE ORIGINAL BUDGET - 2015/16**

SERVICE / ACTIVITY	Original Estimate 2014/15	Inflation	One off - items	Committed Growth	Compensatory savings	Impact of Capital programme	Additional Income	Savings	Non-MTFP Other Changes	TOTAL BUDGET
	£	£	£	£	£	£		£	£	£
<b>CHIEF EXECUTIVE</b>										
<b>Communications</b>										
Head of Communication	-	-	-	10,000	-	-	-	-	-	10,000
Communications	12,010	-	-	-	-	-	-	-	4,280	16,290
Performance and Scrutiny	16,550	-	-	-	-	-	-	-	(16,350)	200
<b>DIRECTOR OF COMMUNITIES</b>										
<b>Wellbeing</b>										
Democratic Services	710,970	5,870	-	-	-	-	-	(5,000)	(125,260)	586,580
<b>DIRECTOR OF CUSTOMER SERVICES</b>										
<b>Elections</b>										
Elections	268,670	2,820	-	-	-	-	-	(5,880)	15,300	280,910
	<b>1,008,200</b>	<b>8,690</b>	<b>0</b>	<b>10,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(10,880)</b>	<b>(122,030)</b>	<b>893,980</b>

# RESOURCES PORTFOLIO

SERVICE	ESTIMATE 2014/2015	ESTIMATE 2015/2016
	£	£
<b>DIRECTOR OF DIGITAL AND RESOURCES</b>		
<b>Business and Technical Services</b>		
Administrative Buildings	(15,400)	(710)
Surveying & Design	(49,980)	(52,550)
	<b>(65,380)</b>	<b>(53,260)</b>
<b>Finance</b>		
Corporate Management	504,580	466,200
Finance - others	2,634,410	2,220,340
Treasury Management	464,150	314,620
	<b>3,603,140</b>	<b>3,001,160</b>
<b>DIRECTOR OF ECONOMY</b>		
<b>Estates</b>		
Estates	(270,410)	(165,480)
	<b>(270,410)</b>	<b>(165,480)</b>
<b>DIRECTOR OF CUSTOMER SERVICES</b>		
<b>Building Control &amp; Land Charges</b>		
Land Charges	(28,730)	-
	<b>(28,730)</b>	<b>-</b>
<b>TOTAL RESOURCES PORTFOLIO</b>	<b>3,238,620</b>	<b>2,782,420</b>

**WORTHING - RESOURCES PORTFOLIO - 2015/2016 - SUBJECTIVE ANALYSIS**

SERVICE / ACTIVITY	Employees	Direct Recharges	Premises	Supplies & Services	Third Party	Income	Service Controlled Budget	Support	Capital Charges	TOTAL BUDGET
	£		£	£	£	£	£	£	£	£
<b>DIRECTOR FOR DIGITAL AND RESOURCES</b>										
<b>Business and Technical Services</b>										
Administrative Buildings	-	-	-	-	-	(710)	(710)	-	-	(710)
Surveying & Design	110	18,490	60,680	3,520	80	(143,230)	(60,350)	2,510	5,290	(52,550)
<b>Finance</b>										
Corporate Management	(535,330)	347,970	8,010	144,490	-	(139,820)	(174,680)	640,880	-	466,200
Finance - others	2,241,820	-	12,860	-	-	(43,680)	2,211,000	-	9,340	2,220,340
Treasury Management	-	-	-	30	-	(135,170)	(135,140)	66,370	383,390	314,620
<b>DIRECTOR OF ECONOMY</b>										
<b>Estates</b>										
Estates	-	212,010	104,420	14,290	-	(712,640)	(381,920)	196,090	20,350	(165,480)
<b>DIRECTOR OF CUSTOMER SERVICES</b>										
<b>Building Control &amp; Land Charges</b>										
Land Charges	-	92,340	-	44,240	-	(158,920)	(22,340)	22,340	-	0
	<b>1,706,600</b>	<b>670,810</b>	<b>185,970</b>	<b>206,570</b>	<b>80</b>	<b>(1,334,170)</b>	<b>1,435,860</b>	<b>928,190</b>	<b>418,370</b>	<b>2,782,420</b>
<b>Percentage Direct Cost</b>	62%	24%	7%	7%	0%					

RESOURCES PORTFOLIO - SUMMARY OF CHANGES SINCE THE ORIGINAL BUDGET - 2015/16

SERVICE / ACTIVITY	Original Estimate 2014/15	Inflation	One off - items	Committed Growth	Compensatory savings	Impact of Capital programme	Additional Income	Savings	Non-MTFP Other Changes	TOTAL BUDGET
	£	£	£	£	£	£	£	£	£	£
<b>DIRECTOR FOR DIGITAL AND RESOURCES</b>										
<b>Business and Technical Services</b>										
Administrative Buildings	(15,400)	(310)	-	15,000	-	-	-	-	-	(710)
Surveying & Design	(49,980)	(1,520)	-	-	-	-	-	(4,760)	3,710	(52,550)
<b>Finance</b>										
Corporate Management	504,580	(5,760)	-	21,000	-	-	-	-	(53,620)	466,200
Finance - others	2,634,410	10,860	-	-	(26,000)	-	-	(18,620)	(380,310)	2,220,340
Treasury Management	464,150	(340)	-	-	-	(208,680)	(15,460)	(37,500)	112,450	314,620
<b>DIRECTOR OF ECONOMY</b>										
<b>Estates</b>										
Estates	(270,410)	(14,850)	-	130,000	-	-	-	(7,990)	(2,230)	(165,480)
<b>DIRECTOR OF CUSTOMER SERVICES</b>										
<b>Building Control &amp; Land Charges</b>										
Land Charges	(28,730)	(2,700)	-	22,580	-	-	-	-	8,850	0
	<b>3,238,620</b>	<b>(14,620)</b>	<b>0</b>	<b>188,580</b>	<b>(26,000)</b>	<b>(208,680)</b>	<b>(15,460)</b>	<b>(68,870)</b>	<b>(311,150)</b>	<b>2,782,420</b>

SERVICE	ESTIMATE 2014/2015	ESTIMATE 2015/2016
	£	£
<b>DIRECTOR OF DIGITAL AND RESOURCES</b>		
<b>Business and Technical Services</b>		
Business Services	57,220	62,460
Engineering	238,550	172,890
Energy and Sustainability	43,830	45,520
	<b>339,600</b>	<b>280,870</b>
<b>DIRECTOR OF COMMUNITIES</b>		
<b>Environment</b>		
Foreshores	535,550	496,280
	<b>535,550</b>	<b>496,280</b>
<b>DIRECTOR OF ECONOMY</b>		
<b>Grants</b>		
Grants	-	-
	-	-
<b>Growth</b>		
Planning Policy	340,890	296,610
Major Projects	-	27,500
Development Control	514,910	542,490
	<b>855,800</b>	<b>866,600</b>
<b>Place &amp; Investment</b>		
Economic Development	349,840	343,190
	<b>349,840</b>	<b>343,190</b>
<b>Regeneration</b>		
Tourism	267,490	179,740
	<b>267,490</b>	<b>179,740</b>
<b>DIRECTOR OF CUSTOMER SERVICES</b>		
<b>Building Control &amp; Land Charges</b>		
Building Control	146,270	129,930
	<b>146,270</b>	<b>129,930</b>
<b>TOTAL REGENERATION PORTFOLIO</b>	<b>2,494,550</b>	<b>2,296,610</b>

WORTHING - REGENERATION PORTFOLIO - 2015/2016 - SUBJECTIVE ANALYSIS

SERVICE / ACTIVITY	Premises	Direct Recharges	Transport	Supplies & Services	Third Party	Income	Service Controlled Budget	Support	Capital Charges	TOTAL BUDGET
<b>DIRECTOR FOR DIGITAL &amp; RESOURCES</b>	£		£	£	£	£	£	£	£	£
<b>Business and Technical Services</b>										
Business Services	-	57,390	-	-	-	-	57,390	5,070	-	62,460
Engineering	101,490	56,660	-	6,370	-	(22,270)	142,250	11,990	18,650	172,890
Energy and Sustainability	-	34,880	-	-	-	-	34,880	10,640	-	45,520
<b>DIRECTOR OF COMMUNITIES</b>										
<b>Environment</b>	-	-	-	-	-	-	0	-	-	0
Foreshores	445,310	212,990	6,250	31,510	-	(344,810)	351,250	80,780	64,250	496,280
<b>DIRECTOR OF ECONOMY</b>										
<b>Grants</b>										
Grants	-	-	-	-	-	-	0	-	-	0
<b>Growth</b>										
Planning Policy	-	29,220	-	71,350	-	-	100,570	196,040	-	296,610
Major Projects	-	27,500	-	-	-	-	27,500	-	-	27,500
Development Control	-	771,190	-	78,320	5,100	(461,410)	393,200	149,290	-	542,490
<b>Place &amp; Investment</b>										
Economic Development	1,420	223,310	-	55,490	-	-	280,220	46,810	16,160	343,190
<b>Regeneration</b>										
Tourism	28,330	64,270	-	88,930	-	(15,150)	166,380	11,810	1,550	179,740
<b>DIRECTOR OF CUSTOMER SERVICES</b>										
<b>Building Control &amp; Land Charges</b>										
Building Control	-	349,120	-	3,800	-	(299,020)	53,900	76,030	-	129,930
	<b>576,550</b>	<b>1,826,530</b>	<b>6,250</b>	<b>335,770</b>	<b>5,100</b>	<b>(1,142,660)</b>	<b>1,607,540</b>	<b>588,460</b>	<b>100,610</b>	<b>2,296,610</b>
<b>Percentage Direct Cost</b>	21%	66%	0%	12%	0%					

**REGENERATION PORTFOLIO - SUMMARY OF CHANGES SINCE THE ORIGINAL BUDGET - 2015/16**


SERVICE / ACTIVITY	Original Estimate 2014/15	Inflation	One off - items	Committed Growth	Compensatory savings	Impact of Capital programme	Additional Income	Savings	Non-MTFP Other Changes	TOTAL BUDGET
	£	£	£	£	£	£		£	£	£
<b>DIRECTOR FOR DIGITAL AND RESOURCES</b>										
<b>Business and Technical Services</b>										
Business Services	57,220	-	-	-	-	-	-	-	5,240	62,460
Engineering	238,550	1,710	-	-	-	-	-	(1,700)	(65,670)	172,890
Energy and Sustainability	43,830	-	-	-	-	-	-	-	1,690	45,520
<b>DIRECTOR OF COMMUNITIES</b>										
<b>Environment</b>										
Foreshores	535,550	2,550	-	-	-	-	-	(6,100)	(35,720)	496,280
<b>DIRECTOR OF ECONOMY</b>										
<b>Parking</b>										
Parking	-	-	-	-	-	-	-	-	-	0
<b>Growth</b>										
Planning Policy	340,890	1,700	-	-	-	-	-	(15,000)	(30,980)	296,610
Major Projects	-	-	-	27,500	-	-	-	-	-	27,500
Development Control	514,910	(7,410)	-	-	-	-	-	-	34,990	542,490
<b>Place &amp; Investment</b>										
Economic Development	349,840	1,130	-	-	-	-	-	-	(7,780)	343,190
<b>Regeneration</b>										
Tourism	267,490	2,290	-	-	-	-	-	(16,050)	(73,990)	179,740
<b>DIRECTOR OF CUSTOMER SERVICES</b>										
<b>Building Control &amp; Land Charges</b>										
Building Control	146,270	(5,060)	-	-	-	-	-	(37,000)	25,720	129,930
	<b>2,494,550</b>	<b>(3,090)</b>	<b>0</b>	<b>27,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(75,850)</b>	<b>(146,500)</b>	<b>2,296,610</b>

	2014/15 Estimate	2014/15 Revised	2015/16 Estimate
	£	£	£
<b>COUNCIL TAX</b>			
<b>Payments</b>			
Worthing Borough Council Demand	7,631,064	7,631,064	7,897,910
WSCC Precept	41,051,945	41,051,945	42,487,467
Sussex Police & Crime Commissioner	4,985,628	4,985,628	5,261,983
<b>Total Payments</b>	<b>53,668,637</b>	<b>53,668,637</b>	<b>55,647,360</b>
<b>Council Tax</b>			
Amount due from residents	61,061,437	61,236,121	62,720,960
<b>Less:</b> Council Tax Support Scheme	(7,210,000)	(6,884,766)	(6,988,000)
<b>Gross Amount Due</b>	<b>53,851,437</b>	<b>54,351,355</b>	<b>55,732,960</b>
<b>Less:</b> Provision for bad debts	(182,800)	(182,800)	(85,600)
<b>Total Council Tax</b>	<b>53,668,637</b>	<b>54,168,555</b>	<b>55,647,360</b>
<b>Deficit/(Surplus)</b>			
Deficit/(Surplus) for year	-	(499,918)	-
Deficit/(Surplus) Brought forward	(21,601)	589,000	13,483
Increase in provision for Bad Debts	-	(97,200)	-
Deficit charged to:			
WBC	3,071	3,076	(1,917)
WSCC	16,523	16,553	(10,313)
SPCC	2,007	1,972	(1,253)
<b>Deficit/(Surplus) Carried Forward</b>	<b>0</b>	<b>13,483</b>	<b>0</b>

2014/15				2015/16				CHANGE				
Property Band	Precepting Authorities		Worthing Borough Council Services	TOTAL	Precepting Authorities		Worthing Borough Council Services	TOTAL	Precepting Authorities		Worthing Borough Council Services	TOTAL
	WSSC	Police			WSSC	Police			WSSC	Police		
	£	£	£	£	£	£	£	£	£	£	£	£
A	774.66	94.08	144.00	1,012.74	774.66	95.94	144.00	1,014.60	0.00	1.86	0.00	1.86
B	903.77	109.76	168.00	1,181.53	903.77	111.93	168.00	1,183.70	0.00	2.17	0.00	2.17
C	1,032.88	125.44	192.00	1,350.32	1,032.88	127.92	192.00	1,352.80	0.00	2.48	0.00	2.48
D	1,161.99	141.12	216.00	1,519.11	1,161.99	143.91	216.00	1,521.90	0.00	2.79	0.00	2.79
E	1,420.21	172.48	264.00	1,856.69	1,420.21	175.89	264.00	1,860.10	0.00	3.41	0.00	3.41
F	1,678.43	203.84	312.00	2,194.27	1,678.43	207.87	312.00	2,198.30	0.00	4.03	0.00	4.03
G	1,936.65	235.20	360.00	2,531.85	1,936.65	239.85	360.00	2,536.50	0.00	4.65	0.00	4.65
H	2,323.98	282.24	432.00	3,038.22	2,323.98	287.82	432.00	3,043.80	0.00	5.58	0.00	5.58

**WORTHING:**  
Comparison of Council Tax for 2014-15 and 2015-16

	2014/15 Estimate	2014/15 Revised	2015/16 Estimate
	£	£	£
<b>NNDR (BUSINESS RATES)</b>			
<b>Payments</b>			
Amount of NNDR to be paid to Central government	14,940,790	14,940,790	15,251,099
Amount to be retained by WBC under the rates retention scheme	12,085,133	12,085,133	12,333,121
Amount to be passed to West Sussex	2,988,158	2,988,158	3,050,220
<b>Total amount due to authorities</b>	<b>30,014,081</b>	<b>30,014,081</b>	<b>30,634,440</b>
<b>Income</b>			
Net Rates Payable by Business Sector after Exemptions, reliefs and discounts	31,148,912	30,886,462	31,773,023
<b>Less:</b> Movement in Bad Debt Provision	386,000	103,100	103,100
<b>Less:</b> Local Authority's estimate of adjustment due to appeal	879,600	725,554	540,943
<b>Less:</b> Full Provision for backdated appeal decisions	-	-	-
<b>Net Payable by Business Sector</b>	<b>29,883,312</b>	<b>30,057,808</b>	<b>31,128,980</b>
Net Transitional Protection Payments - Paid to the government	-	43,435	-
<b>Less:</b> Net Transitional Protection Payments - Paid by the government	6,061	-	-
<b>Add:</b> Amount allowed to Council for - Administration costs and Interest on Repayments	132,502	132,502	132,241
<b>Non Domestic Rating Income</b>	<b>29,744,749</b>	<b>29,968,741</b>	<b>30,996,739</b>
<b>Surplus (Deficit)</b>			
In year change from original estimate - increase (+) / decrease (-)		(45,340)	
Surplus/(Deficit) brought forward	-	(449,200)	
Suplus/(Deficit) distributed in year	136,830		(494,540)
<b>Add:</b> Cost of Collection allowance	132,502	132,502	132,241
<b>Amount Due to Authorities</b>	<b>30,014,081</b>	<b>29,606,703</b>	<b>30,634,440</b>
<b>(Surplus) / Deficit to be shared</b>			
DCLG			247,270
WSCC			49,454
WBC			197,816
<b>Change in Suplus/(Deficit)</b>		<b>(494,540)</b>	<b>-</b>
<b>Surplus/(Deficit): Worthing Borough Council</b>			
Business rates Baseline Target	12,206,575	12,206,575	12,439,821
<b>Less:</b> Tariff/Top-Up	(9,808,582)	(9,808,582)	(9,996,007)
<b>Baseline funding Target (A)</b>	<b>2,397,993</b>	<b>2,397,993</b>	<b>2,443,814</b>
40% share of Actual business rate	11,897,900	12,085,133	12,398,696
<b>Less:</b> Tariff/Top-Up	(9,808,582)	(9,808,582)	(9,996,007)
<b>Baseline funding Retained (B)</b>	<b>2,089,318</b>	<b>2,276,551</b>	<b>2,402,689</b>
<b>Surplus/(deficit) (B-A)</b>	<b>(308,675)</b>	<b>(121,442)</b>	<b>(41,125)</b>
<b>Add :</b> S31 grants paid directly to the General Fund			934,097
50% Levy payable to CG in case of Surplus	-	-	(446,486)
Surplus to be retained by Council	(308,675)	(121,442)	446,486
<b>Less: Original 2014/15 surplus</b>		<b>308,675</b>	
Additional surplus to benefit the Council in 2015/16		187,233	



**HOUSING REVENUE ACCOUNT – BUDGET 2015/16****REPORT BY DIRECTOR FOR DIGITAL AND RESOURCES & DIRECTOR FOR COMMUNITIES****1.0 SUMMARY**

- 1.1 This report sets out financial arrangements for the Housing Revenue Account and asks Members to set the rent levels and service charges for 2015/16. The report also considers some of the issues emerging from 2016/17 onwards.

**2.0 INTRODUCTION**

- 2.1 This report seeks to explain the main issues surrounding the budgets for the Housing Revenue Account to enable Members to set rent levels for 2015/16.
- 2.2 The Housing Revenue Account (HRA) pulls together the total costs and income of the Council in its provision of the Housing Landlord Service. This account is ring-fenced so that it is separate from all other income and expenditure of the Council.
- 2.3 From 1 April 2012 the Localism Act replaced the former complicated HRA subsidy system with a new self-financing regime. The regime allows the Council more freedom to determine its own budget, albeit some financial restrictions still apply, most notably around the use of Right To Buy (RTB) capital receipts and prudential borrowing limits.
- 2.4 The Council is now able to retain all of its revenue housing income streams whereby previously it was required to pay over a significant proportion of it as subsidy to Central Government. The Council is required to operate the HRA on a sustainable basis at no detriment to the General Fund (and vice versa). To facilitate this the Council, as with all housing authorities, was required to produce from the start of 2012/13 a thirty year financial Business Plan showing how the HRA could be run on a self-financing basis. This report updates the Financial Business Plan and informs members of the key budgetary assumptions which underpin the financial projections from 2014/15 onwards.

**2.0 INTRODUCTION**

- 2.5 The setting of rent levels is now an integral part of the financial planning decision making process. Officers are recommending an average increase of 2.2%.
- 2.7 In April 2014 an Adur Homes Management Board (AHMB) was set up to oversee the delivery of, the strategic objectives for Adur Homes. Members of the Board include 2 Adur Councillors and 2 representatives from the Adur Consultative Forum. The proposed rental increase and growth items in this report were agreed by the AHMB in November.
- 2.8 The Adur Consultative Forum has also been consulted on the rent increase. Forum members will also be invited to attend the Cabinet meeting to relay their views on the budgetary proposals.

**3.0 RISKS AND CHALLENGES REGARDING RIGHT TO BUY (RTB) AND REFORM OF HOUSING BENEFITS**

3.1 Council housing stock numbers are as follows:

	2013/14	2014/15	2015/16 (Estimate)
Stock at 1 <sup>st</sup> April	2,644	2,631	2,615
<b>Plus:</b> Additions - Note(1)	0	2	5
<b>Less:</b> Right to Buy sales	13	14	12
<b>Less:</b> Disposals	0	0	0
<b>Stock at 31<sup>st</sup> March</b>	<b>2,631</b>	<b>2,615</b>	<b>2,608</b>

*Note (1:)* These additions are the repurchase of previously owned council dwellings, and over time is intended to increase the housing stock to offset the impact of dwellings sold under Right To Buy.

3.2 For 2015/16 the signs are that despite the economic downturn and government's austerity measures of recent years, interest from tenants in the possible take up of RTB sales continues at a constant level. The propensity for sales to further increase is therefore real, although the consequential loss of rental income from these sales may in future be partly mitigated by the aim to purchase five flats per annum, as well as introduce a new build programme.

**3.0 RISKS AND CHALLENGES REGARDING RIGHT TO BUY (RTB) AND REFORM OF HOUSING BENEFITS**

- 3.3 A depleting housing stock base means that the fixed costs per property increase and rental income available to fund these costs reduces. The level of capital receipts retained by the Council to replace the reducing housing stock base is limited due to the increase in the level of discount offered and the DCLG restrictions placed under the new RTB arrangements. Underpinning this constraint were the following principles contained in the 2012 CLG publication “Reinvigorating Right To Buy and One For One Replacement – Information for Local Authorities”
- 3.4 The RTB scheme applies to all secure tenants who have been tenants for more than 5 years. From 21 July 2014, the maximum percentage discount for a property is 70% (maximum discount £77,000) The cash cap will now increase in April every year in line with the Consumer Price Index.
- 3.5 As a condition of being able to retain capital receipts arising from RTB sales, the Council entered into an agreement with the Secretary of State in 2012 whereby:
- (i) the retention of receipts only applies to the RTB sales above the number assumed each year in the HRA self-financing settlement. For Adur the original 75% central pooling arrangement continued for the first 4 properties sold post 1 April 2012, and thereafter is calculated in accordance with a CLG formula
  - (ii) the Council use the receipts for the provision of “affordable” rented homes (i.e. those with rents up to 80% of market rents), albeit that in practice the Council may exercise discretion to set rent below this figure, and maybe as low as 65% in keeping with some housing associations;
  - (iii) the retained share of receipts constitute no more than 30% of total investment in such homes (net of any contribution from another public body)
  - (iv) the retained receipts are used within 3 years to provide new affordable homes, otherwise they will be required to be paid into the CLG pool plus accrued compound interest of 4%.
- 3.6 Properties may be built by Adur Homes or another Registered Provider. Receipts from RTB will have to start to be returned from October 2015 if we cannot allocate the receipts to any new homes.

### **3.0 RISKS AND CHALLENGES REGARDING RIGHT TO BUY (RTB) AND REFORM OF HOUSING BENEFITS**

- 3.7 The Welfare Reform Act received Royal Assent in 2012 and introduced the most significant changes in the welfare system in over 60 years. The reforms reflect the Government's aim to reduce the cost of welfare benefits generally, and is being trialled in a number of areas, the planned national implementation for new claimants and those with a change of circumstances has been delayed. The introduction is being staggered and not expected to be fully complete until 2019. Early experience suggests that the reforms will increase the financial pressures on some of the most vulnerable people of society, due to the introduction of caps on the amount of weekly benefit, including further reductions for under occupation, generally referred to as the 'bedroom tax'.
- 3.8 Also, for working age people, a Universal Credit will replace a number of former out of work benefits, including housing benefit, income support, job seekers allowance, income related employment and support allowance, child benefit, child tax credit, and carer's allowance. Universal Credits will be paid directly to claimants rather than the current arrangement of direct payment to the Local Authority as landlord. Hence the decision that benefit is to be spent on rent, as opposed to other expenditure, is in the hands of the individual recipient.
- 3.9 In the last year there has been an overall reduction in the number of tenants effected by the under occupation charge by 48. This will be due to a number of reasons, such as: moving into employment; transferring to a smaller property; no longer being of working age (i.e. 62 and over); or moving into a private property. However, data is not recorded to identify how this is broken down. It should also be noted that 48 tenancies represents a net reduction, and over the past year some households would have become eligible for the under occupation charge as well as other households falling out of eligibility. This would be countered somewhat through the natural turnover of voids, meaning that under occupation is a risk that is identified at the pre-tenancy stage.
- 3.10 Data from CenSus indicate that approximately 64% of Adur Homes tenants are in receipt of benefits, and that 164 tenants are affected by the under occupation charge, (132 will lose 14% of their Housing Benefit and 32 will lose 25%). Some tenants will choose to manage this expectation within their own resources, whilst others may seek alternative options. In the past year 8 Adur Homes tenants tenants have downsized to a smaller property, all of whom have done so taking advantage of the Transfer Incentive Scheme.
- 3.11 In the year up to (and including December 2014), a total of 31 Adur Homes households have been assisted by a Discretionary Housing Payment. Again, the data does not record whether this as due to rent arrears caused through the under occupation charge, but as one of the options to reduce the impact on households, it is reasonable to assume that it would include people who had arrears due to having one or more bedroom unoccupied. It should be remembered that a Discretionary Housing Payment is a short term solution, and may be used on a temporary basis whilst other options are progressed.

### **3.0 RISKS AND CHALLENGES REGARDING RIGHT TO BUY (RTB) AND REFORM OF HOUSING BENEFITS**

- 3.12 The under occupation charge will continue to present a challenge for 2015/16, and although there are some options, such as those referred to in 3.10. Furthermore, changes to welfare benefits and the introduction from 1 April 2015 of Universal Credit for all new single claimants, presents a risk that more households will fall into arrears. This will impact on the levels of rent collected and subsequently the overall position of the Housing Revenue Account. During 2014/15 six tenancies have been terminated due to arrears, although none of these were due to the under occupation charge.
- 3.13 Some mitigation is in place to reduce tenants arrears from growing, with a greater emphasis on tenancy sustainment being introduced through the new role of Tenancy Sustainment Officer. Since September 2014, this post has prevented 22 households from becoming homeless. Additionally, the implementation of Introductory Tenancies provides the opportunity to support new households, which includes financial support to prevent people from falling into arrears. This is incorporated as an item for growth (10.2).

### **4.0 THE HOUSING REVENUE ACCOUNT FOR 2015/16**

- 4.1 The projected expenditure and income for the HRA in 2015/16 is as follows:-

	<b>Estimate 2015/16</b>
	<b>£'000</b>
Expenditure	13,591
Income	-13,591
Net (Surplus)/Deficit for the year	0
Proposed contribution to /(from) reserves	0
Overall position for the year	0
Balance brought forward 1 <sup>st</sup> April, 2014	-2,172
Balance carried forward 31 <sup>st</sup> March, 2015	<b>-2,172</b>

More detailed estimates for the Housing Revenue Account for 2014/15 and 2015/16 are shown in Appendix 1.

#### **4.0 THE HOUSING REVENUE ACCOUNT FOR 2015/16**

- 4.2 These projections take into account the budget from 2014/15, which has been updated for inflation, capital financing costs in respect of debt, and proposed increased rent income together with the other proposed adjustments which are described more fully below.
- 4.3 The 2015/16 budget shows a break-even position. The budget continues to allow us to maintain the contribution set up last year of £566,060 to a specific reserve introduced for new development and refurbishment of Adur Homes' dwellings and will allow us to increase the revenue contribution to the capital programme to build capacity to increase the level of investment in homes and accelerate the current programme of improvement.

#### **5.0 RENT SETTING FOR 2015/16**

- 5.1 In June 2014 the Adur Homes Management Board approved an Adur Homes rent policy. Part of the policy took into consideration a published DCLG consultation document 'Guidance on Rents for Social Housing'

The Adur Homes policy stated the following:-

*The Council will continue to charge 'social rents' for existing Council properties. For a 10-year period beginning 2015/16, we will comply with the CLG policy of annual increases for social rents to be no more than the Consumer Price Index rate at September each year +1%.*

- 5.2 DCLG has since produced a finalised policy document for 'Guidance on Rents for Social Housing'. The final report was in line with the previous consultation.
- 5.3 The final DCLG policy also offers in principle some opportunities for flexibility which was not anticipated.

*'The Government's policy recognises that authorities should have some discretion over the rent set for individual properties, in order to take account of local factors and concerns, in consultation with tenants.*

*As a result, the policy contains flexibility for authorities to set rents at up to 5 percent above formula rent (10 percent for supported housing and sheltered housing). We expect authorities to use this flexibility in a balanced way, and not set all rents at 5 percent (or 10 percent) above the formula rent.*

## 5.0 RENT SETTING FOR 2015/16

*Where a rent is at a level that is more than 5 percent (or 10 percent) above the formula rent in 2015-16, it should be brought within the flexibility level over time, either through applying a rent increase of less than CPI + 1 percentage point, or through lowering the rent when the property becomes vacant and is re-let. In terms of lower rent increases, we expect this to be done in a way that brings the rent within the flexibility level within a reasonable period of time, whilst ensuring financial viability is maintained.'*

But it also states:-

### ***'Limit on Rent Changes***

*From April 2015, we expect local authorities to increase rents by no more than CPI (at September of the previous year) + 1 percentage point in any year.*

*As set out above, formula rents should also increase by CPI + 1 percentage point each year, from 2015-16. In practice, due in part to the annual limit on weekly rent increases between 2001-02 and 2014-15, of RPI + 0.5 percentage points + £2, some properties will not have reached formula rent by April 2015. Where this is the case, we expect authorities to adhere to the limit on rent changes, but to move the rent up to formula rent where the property is re-let following vacancy.'*

- 5.5 In 2014/15 the rent increase was set at 6.4%, raising the average council dwelling rent by £5.46 to £90.02 per week.
- 5.6 The level of increase last year was due to the assumption that there would only be one opportunity before the introduction of the new 10 year DCLG policy to increase rents to a level that is more in line with the formula target rent.
- 5.7 Formula target rents were introduced as part of 2002/03 social rent reforms. Although this policy has been replaced, formula target rents continue to have important financial implications for Adur Homes. The £51.2m cost to 'buy- out' of the old subsidy regime and move to self-financing was based on a DCLG financial business model that assumed rents were set at the formula target rent. The average formula rent for 2015/16 is calculated at £98.90.
- 5.8 As the table in 5.12 shows Adur continues to lag behind on formula target rent. The average gap between formula and actual rent is significant. As a rough guide if all properties were on average £7 below the formula rent the income shortfall represents £950,000.

**5.0 RENT SETTING FOR 2015/16**

**This year’s proposed average dwelling rent level**

- 5.9 The **average rental increase recommended** for 2015/16 is in line with the Adur Homes rent policy and also complies with DCLG policy. An increase of of CPI+1%, CPI for September was 1.2%, therefore, the rental increase would be **2.2%**. This will increase the average rent by £1.98 from £90.02 to **£92.00**.
- 5.10 The proposed average increase is estimated at being below the Rent Rebate Subsidy Limitation (RRSL) limit. The RRSL limit is the maximum average rent that may be charged before housing benefit payments need to be subsidised by the HRA. At the time this report was being produced the Department of Works and Pensions has not published the RRSL limit rents.
- 5.11 It is intended to apply a larger increase to properties where the rent is further away from the target rent and to apply a smaller increase to properties where the rent is closer to the target rent. The level of increase for any property will be capped at 15%.
- 5.12 In line with the Council’s Rent Setting Policy it is also proposed to continue to charge the target rent on new lettings. This policy will not be applied to transfers, mutual exchanges or to tenants that are downsizing.
- 5.13 Adur Homes rents in 2014/15 for a 2 bedroom property compared with Open Market rents and other benchmarks are as follows:

Compared with Other Types of Rent in Adur					
Adur Homes rents are considerably lower than other rented accommodation in Adur					
	Open Market Rent	Affordable Rent (80%)	Adur Homes Social Rent	Formula Target Rent (Social Rent)	Local Housing Allowance
Lancing/ Sompting	£192 £750/mth	£154	£91.12	£97.54	To be confirmed
Shoreham/ Southwick	£204 £944/mth	£163	£92.85	£99.84	To be confirmed

**Garage Rents**

- 5.14 Garage rents were increased by 2% in 2014/15 to £8.84 per week (plus VAT for non-Council tenants). It is proposed that the garage rents be again increased in 2015/16 by 2.2% to £9.03. These proposals will generate an extra £6,920 in income.

## 6.0 DEBT FINANCING COSTS

6.1 The debt financing costs chargeable to HRA in 2015/16 relate to interest payments and Minimum Revenue Provision set aside for the repayment of the debt.

The table below provides analysis of this:

- i) historic debt of £17.491m in existence at 1 April 2012 (less any subsequent repayments) attributable to the HRA via the “two-pool split” of the Council’s total debt at that date;
- ii) debt incurred in 2012 to pay the HRA self-financing settlement payment of £51.185m, for which there will be a balance of £44.36m outstanding at 31 March 2015;
- iii) new borrowing for capital expenditure.

6.2 The budgeted costs are:

2015/16 Budget	Interest £000	MRP £000	Total
Historic Debt	974	423	1,397
Settlement Debt	1,663	1,294	2,957
2015/16 Borrowing	0	0	0
<b>Total Budget</b>	<b>2,637</b>	<b>1,717</b>	<b>4,354</b>

## 7.0 REPAIRS AND MAINTENANCE

7.1 The condition of housing stock is maintained and improved in two ways:-

- Routine revenue repairs of a day-to-day nature and by planned maintenance such as repainting or boiler servicing.
- Capital investment programme of refurbishment and improvement on a larger scale.

7.2 The budget for repair and maintenance has been increased above inflation at 5%.

### 7.3 Housing Capital Investment Programme

7.3.1 The capital investment programme typically comprises refurbishment and improvement on a larger scale for schemes such as new central heating and double-glazing.

## **7.0 REPAIRS AND MAINTENANCE**

### **7.3 Housing Capital Investment Programme**

7.3.2 Future investment in the council housing stock is funded from:-

- (i) revenue contributions to capital expenditure;
- (ii) the Major Repairs Reserve. This will increase each year by an accounting adjustment for depreciation equivalent to the old subsidy Major Repairs Allowance (£2.081m). This contribution is ring-fenced for repayment of debt or for direct financing of capital and maintenance expenditure. This was a transitional arrangement granted by CLG to assist local authorities for the first 5 years of self-financing. There has been no update from central government about whether this accounting arrangement will be allowed to continue after 2017/18; and
- (iii) prudential borrowing (subject to affordability), but must be contained within the Debt Ceiling of £68.912m set by Central Government.

## **8.0 ADUR HOUSING INVESTMENT PROGRAMME**

8.1 The HRA capital renovation programme for 2015/16 was approved at £3.205m by the Joint Strategic Committee at its meeting of 2 December, 2014 at which it was reported that :

*The estimated resources are sufficient to fund all the proposed schemes.*

*The first priority is the continued maintenance of decent homes standards for the benefit of existing tenants.*

*The decent homes standard requirement is that homes:-*

- a) meet the current statutory minimum standard for housing*
- b) are in a reasonable state of repair*
- c) have reasonably modern facilities and services*
- d) provide a reasonable degree of thermal comfort.*

## 8.0 ADUR HOUSING INVESTMENT PROGRAMME

It should be noted that a stock condition survey is being undertaken in 2015/16 this will inform and develop future strategy and budget planning for the capital programme in future years and this may change the current assumptions made in the financial business plan (Appendix 2)

- 8.2 A further report detailing specific capital works in respect of the decent homes programme (and seeking amendment to the Capital Investment Programme overall for 2015/16) is to be presented to the JSC meeting on 5<sup>th</sup> February, 2015. The amended programme also includes consideration of the impact of slippage from the 2014/15 financial year.

## 9.0 REVENUE CONTRIBUTION TO CAPITAL EXPENDITURE

- 9.1 A revenue contribution to capital expenditure has been intended as a core resource in financing the Housing capital programme. The revenue contributions reflects a long-term strategy to fund a significant proportion of the proposed capital programme directly from revenue, thereby reducing the annual revenue cost of borrowing for the capital investment to the Housing Revenue Account. The annual cost implications for each £1m borrowed comprises:

	<b>£</b>
Interest Charges based on 4% interest rate	40,000
Annual provision for the repayment of debt – repaid over 40 years	25,000
<b>Total Revenue Cost Implications</b>	<b>65,000</b>

- 9.2 Due to various factors there has been significant slippage in the capital programme since self financing was introduced. This has meant that although we have budgeted for borrowing to finance the capital programme it has not been necessary to do so generating significant in-year savings to the HRA It is proposed that any surplus savings arising from this temporary situation will be set aside as for a future revenue contribution to capital. Th additional revenue contribution to capital for 2015/16 will be £409,000.

## 10.0 GROWTH ITEMS

- 10.1 In line with the recent December report to JSC 'Getting in Shape' the Head of Housing will be undertaking an organisational review of staff structures for Adur Homes.

**10.0 GROWTH ITEMS**

- 10.2 Staff consultation will commence in early 2015. A growth figure of £50,000 has been included in the salaries budget to accommodate any anticipated changes. This is predominantly to fund improvements for customer service around repairs and provide additional support during the first 12 months of a new tenancy.
- 10.3 Last year we increased expenditure on void refurbishments and this has led to an increase in the time property is empty prior to being re-let. This year a growth item of £94,800 has been included in the budget to allow for lost rental income and council tax charges on empty properties.

**11.0 SERVICE CHARGES – CONTRACT PRICE INCREASES**

- 11.1 As well as core rent charges, some tenancies are also subject to service charges as they receive services which are specific to their circumstances. These charges are made in line with actual costs. Contracts in respect of services to tenants, such as door entry maintenance and communal way cleaning, are normally subject to an annual Retail Price Index (RPI) or equivalent increase. This increase is passed on to tenants receiving those services by way of an equivalent increase in their weekly service charge. Some costs have to be retendered and not all increases are applied at the beginning of a financial year. This means that such increases cannot be incorporated into the annual rent increase process and additional costs are incurred in notifying tenants separately and amending Housing Benefit entitlements when such an increase arises.
- 11.2 Contract review dates are staggered throughout the year and there may be instances when a small increase needs to be applied to such a small group of tenants that it is not cost effective to apply the charge immediately. Members are therefore requested to delegate to the Head of Adur Homes and the Chief Financial Officer in consultation with the Cabinet Member, Customer Services, authority to defer such an increase to a more cost-effective date.

**12.0 REALLOCATIONS OF SALARIES AND CENTRAL COSTS**

- 12.1 All salaries, staff expenses, administration buildings and central support services are collated centrally within the Adur and Worthing Joint services and the Council's general fund budget. It is then re-allocated to services to show the full-cost of service provision. A more detailed explanation of this is included in the Budget Book for Adur & Worthing Councils. The Housing Revenue Account has benefited in recent years from savings achieved from joint shared support services.

## 12.0 REALLOCATIONS OF SALARIES AND CENTRAL COSTS

12.2 Each year there will be some swings in allocations for the Housing Revenue Account from central support services. There will also be movement in allocation for Adur Homes staff charging to HRA capital projects, in addition if the capital programme is not completed this budgeted cost will materialise into an overspend at year in the final outturn. These costs are reviewed each year as part of the budget setting process.

## 13.0 LEVEL OF RESERVE BALANCES

13.1 In line with a more sustainable long term business approach the HRA is adopting a prudent approach to the level of reserves maintained.

Detailed overleaf is a summary of HRA reserve balances.

Reserves	Forecast Balance at 01.04.15	Increase	Decrease	Forecast balance at year end 2015/16
	£000's	£000's	£000's	£000's
Housing Revenue Account	2,172	-	-	2,172
Discretionary Assistance Fund	50	-	-	50
New Development and Acquisition Fund	596	566	500	662
Major Repair Reserve	2,000	2,081	2,805	1,276
<b>TOTAL</b>	<b>4,818</b>	<b>2,647</b>	<b>3,305</b>	<b>4,160</b>

13.2 HRA general reserve balances are forecast to be £2.172m at 1<sup>st</sup> April 2015 and 15% of total expenditure. This is over the target level explained in Para 13.3 below, but reflective of the emphasis placed in securing resources to underpin revenue operations and capital expenditure in future years.

13.3 In the General Fund a target level of balances of between 6-10% of net expenditure has been set. The general principles behind retaining a minimum target level of balances are similar for both the General Fund and HRA in that it should be sufficient to withstand foreseeable 'worst case' scenarios but not so large as to constitute unnecessary retention of tenants monies.

### **13.0 LEVEL OF RESERVE BALANCES**

- 13.4 Therefore, in principle, given that the large majority of the costs and incomes of the HRA are relatively stable (or effectively fixed at the start of each year) it should be possible to operate on a reserve balance within the 6-10% range. However, the self-financing regime is still relatively new so that future risks surrounding revenues and costs (including the impact of the impending welfare reforms and RTB regime) are uncertain. Also, given the uncertainty of costs and timings relating to the Council's new build proposals a cautious approach in the early years is justified in striving to provide adequate reserves to build capacity for the future as part of a longer term strategy.
- 13.5 The balanced budget for 2015/16 includes a proposed contribution of £566,060 to the HRA New Development and Acquisition' Reserve. It is intended that a proportion of any under-spend or surplus will be placed in this reserve over the next few years specifically to create capacity to take forward initiatives to increase the supply of affordable housing.
- 13.6 Any balance in the Major Repairs Reserve (MRR) is utilised to fund in-year capital expenditure. The final position at year end may fluctuate as if any slippage occurs within the capital programme. Altogether, the 2015/16 capital budget includes provision for £2.8m to be utilised for financing HRA capital expenditure, comprising the carried forward balances and in-year contributions.
- 13.7 Although a balanced budget has been prepared, any underspends arising at the final revenue outturn for 2015/16 will be put forward for consideration by Members to decide how this may be set aside to the most appropriate Adur Homes reserve taking into account the demands of the service at that time. In keeping with previous years, it is proposed that any overspends at final revenue outturn will be drawn from the HRA General Reserve.

### **14.0 IMPACT ON FUTURE YEARS**

- 14.1 Attached at appendix 2 is the 30-year financial forecast. The focus for the 2015/16 budget has been to ensure that the HRA remains sustainable in the longer term. As with 2014/15, the budget for 2015/16 allows for a high level of investment in the maintenance of properties than has been afforded prior to the self-financing regime. The first priority for the new freedoms has to be the continued maintenance of the decent homes standards for the benefit of our existing tenants.
- 14.2 The financial plan assumes that rent increases from 2015/16 are in line with the Council's rent policy and the Government's proposals(i.e. CPI plus 1%).

## **14.0 IMPACT ON FUTURE YEARS**

14.3 The financial strategy within the 30-year forecast also includes the MRP allowance for the repayment of the debt, such that headroom below the Debit Limit is created for new borrowing and is affordable. The Debt Limit set by government is £68.912m and current borrowing is at £61.29m. This means that the Council's headroom for borrowing is £7.622m for 2015/16. This is in addition to future borrowing required for the current capital programme over the next 3 years.

14.4 In view of the available headroom for new borrowing the Council could consider support for either a higher level of investment in our current housing stock or to increase the number of affordable homes available through the following:

1. Conversion of HRA shops to dwellings in difficult to let locations.
2. Repurchase of previously owned Council dwellings (particularly leasehold flats).
3. Purchase of empty properties from the private sector which are dilapidated or in need of repairs.
4. Building new homes.

All of these options need to be explored in detail to ensure that they are financially viable.

14.5 To bring all of these considerations together, it is proposed to refresh the Adur Homes Business Plan periodically, and incorporate into the plan an assessment of the future of the housing stock – including the outcome of the the feasibility investigation into the new build proposals . This will also include an update to the asset management plan which will validate the assumptions in the 30-year forecast about the capital programme and maintenance provision.

## **15.0 SUMMARY AND RENTAL OPTIONS**

15.1 Increasing rents by an average of 2.2%, with other changes to the budget leaves the HRA in a positive financial position going forward.

15.2 Clearly, there remains the option of setting a lower rent increase, but this would put pressure on the business plan and the Council would move further away from the formula target rent which in the longer term will potentially impact on viability.

## **16.0 LEGAL IMPLICATIONS**

16.1 There are no legal implications arising from the proposed budget other than those relating to :

- i) the use of capital receipts under Right To Buy regulations, and emanating from the Local Authorities (Capital Financing and Accounting)(England) Amendment Regulations (SI 2012/711 & 2012/1324)
- ii) maintain borrowing with the imposed debt ceiling limit arising from the Limits on Indebtedness Determination issued under the powers conferred upon the Secretary of State by S168 to 175 of the Localism Act, 2011.

## **17.0 RECOMMENDATIONS**

17.1 The Cabinet is recommended to:-

- (i) consider and approve the Housing Revenue Account estimates
- (ii) determine the level of associated rents and charges with effect from week one of 2015/16:-
  - (a) **Rents of Council Dwellings** – agree an average increase of 2.2% raising the average council dwelling rent by £1.98 to £92.00 per week (average rent currently £90.02 per week) – (Para.5.9)
  - (b) **Rents of Council garages** – agree an increase of 2.2% to £9.03. (currently £8.84 per week), plus VAT for non-Council tenants) (Para.5.14)
  - (c) **Service Charges** - delegate to the Head of Adur Homes and Chief Finance Officer in consultation with the Cabinet Member for Customer Services, the setting of the service charges (para. 11.2)
- (iii) To approve a continued contribution of **£566,060** to the earmarked reserve specifically for new development and refurbishment of council housing (para. 13.5)
- (iv) To approve the HRA Treasury Management Strategy contained in Appendix 3.

**ADUR:**

***Housing Revenue Account Budget Report***



**Background Papers:**

Reinvigoration the Right to Buy and one for one replacement

Laying the Foundations: A Housing Strategy for England

Guidance On Rents for Social Housing

Adur Capital Investment Programme 2015/16

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**SCHEDULE OF OTHER MATTERS**

**1.0 COUNCIL PRIORITY**

1.1 This report acknowledges the need to link all Council priorities with resource allocation in order to meet and deliver those objectives.

**2.0 SPECIFIC TARGETS**

- 2.1 (A) Matter considered and no issues identified.  
(B) Matter considered and no issues identified.

**3.0 SUSTAINABILITY ISSUES**

3.1 Well-balanced communities rely upon a diversity of accommodation being available, enabling residents to make housing choices based upon consideration of size, type, tenure and affordability. A vital component of this mixture is accommodation provided by social landlords and the Council is the largest provider of such accommodation in the Adur District. To keep this accommodation well-managed and in good repair, the Council needs a flexible, adaptable approach, albeit with a diminished local freedom to tailor local solutions to meet local needs.

**4.0 EQUALITY ISSUES**

4.1 Matter considered and no issues identified.

**5.0 COMMUNITY SAFETY ISSUES (SECTION 17)**

5.1 Matter considered and no issues identified.

**6.0 HUMAN RIGHTS ISSUES**

6.1 Matter considered and no issues identified.

**7.0 FINANCIAL IMPLICATIONS**

7.1 Contained within the report.

**8.0 LEGAL IMPLICATIONS**

8.1 Matter considered and no issues identified.

**SCHEDULE OF OTHER MATTERS**

**9.0 CONSULTATIONS**

9.1 A consultation was originally considered and supported by the Adur Homes Management Board on 17 November 2014

9.2 Consultation is conducted with the Adur Consultative Forum

**10.0 RISK ASSESSMENT**

10.1 Matter considered and no issues identified.

**11.0 HEALTH & SAFETY ISSUES**

11.1 Matter considered and no issues identified.

**12.0 PROCUREMENT STRATEGY**

12.1 Matter considered and no issues identified.

**13.0 PARTNERSHIP WORKING**

13.1 Matter considered and no issues identified.

**ADUR:**  
**Housing Revenue Account Budget Report**

**APPENDIX 1**

	<b>ORIGINAL ESTIMATE 2014/15</b>	<b>CHANGES 2014/15</b>	<b>CURRENT ESTIMATE 2014/15</b>	<b>ESTIMATE 2015/16</b>
	£	£	£	£
<b>EXPENDITURE</b>				
General Management	2,436,890	960	2,437,850	2,788,660
Special Services	893,370	(7,040)	886,330	836,930
Rent, Rates, Taxes & Other Charges	29,780	-	29,780	33,940
Repairs & Maintenance	2,413,580	-	2,413,580	2,552,810
Depreciation	2,186,710	-	2,186,710	2,000,000
Bad/Doubtful Debt	50,000	-	50,000	50,000
Provision for refurbishment and new build	566,060	-	566,060	566,060
<b>Capital Financing Costs</b>				
Loan Repayments	1,950,000	-	1,950,000	1,717,000
Interest charges	2,868,140	-	2,868,140	2,636,660
Revenue Contributions to Capital	-	-	-	409,060
<b>TOTAL EXPENDITURE</b>	<b>13,394,530</b>	<b>(6,080)</b>	<b>13,388,450</b>	<b>13,591,120</b>
<b>INCOME</b>				
Dwelling Rents	(12,273,230)	-	(12,273,230)	(12,496,040)
Non-Dwelling Rents	(538,240)	-	(538,240)	(527,080)
Heating Charges	(70,720)	-	(70,720)	(74,070)
Leaseholder's Service Charges	(102,000)	-	(102,000)	(104,040)
Other Service Charges	(366,630)	-	(366,630)	(345,860)
Contributions towards Expenditure	(15,710)	-	(15,710)	(16,030)
Interest Received	(28,000)	-	(28,000)	(28,000)
<b>TOTAL INCOME</b>	<b>(13,394,530)</b>	<b>-</b>	<b>(13,394,530)</b>	<b>(13,591,120)</b>
<b>NET (SURPLUS)/DEFICIENCY</b>	<b>-</b>	<b>(6,080)</b>	<b>(6,080)</b>	<b>(0)</b>
				-

**ADUR:**  
***Housing Revenue Account Budget Report***

**APPENDIX 2**

<b>HOUSING REVENUE ACCOUNT</b>										
	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>
	<b>£'000</b>									
<b>EXPENDITURE</b>										
General Management	2,789	2,858	2,930	3,003	3,078	3,155	3,234	3,315	3,398	3,483
Special Services	837	858	879	901	924	947	971	995	1,021	1,045
Rents, Rates, Taxes & Other Charges	34	35	36	37	37	38	39	40	41	42
<b>OVERALL RUNNING COSTS</b>	<b>3,660</b>	<b>3,751</b>	<b>3,845</b>	<b>3,941</b>	<b>4,039</b>	<b>4,140</b>	<b>4,244</b>	<b>4,350</b>	<b>4,460</b>	<b>4,570</b>
Annual Revenue Maintenance Costs	2,553	2,680	2,815	2,956	3,103	3,258	3,421	3,592	3,772	3,960
Revenue Contribution to Capital	2,127	2,280	2,420	2,532	2,622	2,707	2,789	2,866	2,941	3,025
<b>Charges for Capital</b>										
Depreciation	2,000	2,100	2,205	2,315	2,431	2,553	2,681	2,815	2,956	3,104
Interest payable										
Interest - on historic debt	974	974	974	974	974	974	974	974	974	963
Interest - on assumed debt	1,383	1,331	1,279	1,228	1,176	1,124	1,073	1,021	969	918
Contingency on borrowing	279	270	259	247	238	227	217	206	195	184
Interest - on capital programme	0	0	13	54	114	177	240	308	372	439
Provisions For Bad Debt	50	50	50	50	50	50	50	50	50	50
Contribution to Reserves	566	566	566	566	566	566	566	566	566	566
<b>TOTAL EXPENDITURE</b>	<b>13,592</b>	<b>14,002</b>	<b>14,426</b>	<b>14,863</b>	<b>15,313</b>	<b>15,776</b>	<b>16,255</b>	<b>16,748</b>	<b>17,255</b>	<b>17,779</b>
<b>INCOME</b>										
Dwelling Rents	-12,496	-12,871	-13,257	-13,655	-14,064	-14,486	-14,921	-15,369	-15,830	-16,305
Other Rents and Charges	-1,068	-1,103	-1,141	-1,180	-1,221	-1,262	-1,306	-1,351	-1,397	-1,446
Interest Received	-28	-28	-28	-28	-28	-28	-28	-28	-28	-28
<b>TOTAL INCOME</b>	<b>-13,592</b>	<b>-14,002</b>	<b>-14,426</b>	<b>-14,863</b>	<b>-15,313</b>	<b>-15,776</b>	<b>-16,255</b>	<b>-16,748</b>	<b>-17,255</b>	<b>-17,779</b>
<b>NET COST OF SERVICES</b>	<b>0</b>									



**ADUR:**  
**Housing Revenue Account Budget Report**

HOUSING REVENUE ACCOUNT										
	2035/36 £'000	2036/37 £'000	2037/38 £'000	2038/39 £'000	2039/40 £'000	2040/41 £'000	2041/42 £'000	2042/43 £'000	2043/44 £'000	2044/45 £'000
<b>EXPENDITURE</b>										
General Management	4,570	4,684	4,801	4,921	5,044	5,170	5,299	5,432	5,568	5,707
Special Services	1,371	1,406	1,441	1,477	1,514	1,552	1,590	1,630	1,671	1,713
Rents, Rates, Taxes & Other Charges	56	57	58	60	61	63	64	66	68	69
<b>OVERALL RUNNING COSTS</b>	5,997	6,147	6,300	6,458	6,619	6,785	6,953	7,128	7,307	7,489
Annual Revenue Maintenance Costs	6,773	7,112	7,468	7,841	8,233	8,645	9,077	9,531	10,007	10,508
Revenue Contribution to Capital	3,489	3,485	3,463	3,431	3,384	3,321	3,241	3,127	2,964	2,934
<b>Charges for Capital</b>										
Depreciation	5,309	5,574	5,853	6,146	6,453	6,776	7,115	7,471	7,845	8,237
Interest payable										
Interest - on historic debt	932	932	932	932	932	932	932	932	932	932
Interest - on assumed debt	349	297	246	194	142	90	39	0	0	0
Contingency on borrowing	71	59	50	38	29	18	8	0	0	0
Interest - on capital programme	1,167	1,232	1,301	1,370	1,440	1,513	1,588	1,664	1,726	1,638
Provisions For Bad Debt	50	50	50	50	50	50	50	50	50	50
Contribution to Reserves	566	566	566	566	566	566	566	566	566	566
<b>TOTAL EXPENDITURE</b>	24,703	25,454	26,229	27,026	27,848	28,696	29,569	30,469	31,397	32,354
<b>INCOME</b>										
Dwelling Rents	-22,569	-23,246	-23,944	-24,662	-25,402	-26,164	-26,949	-27,757	-28,590	-29,448
Other Rents and Charges	-2,106	-2,180	-2,257	-2,336	-2,418	-2,504	-2,592	-2,684	-2,779	-2,878
Interest Received	-28	-28	-28	-28	-28	-28	-28	-28	-28	-28
<b>TOTAL INCOME</b>	-24,703	-25,454	-26,229	-27,026	-27,848	-28,696	-29,569	-30,469	-31,397	-32,354
<b>NET COST OF SERVICES</b>	0	0	0	0	0	0	0	0	0	0

**HRA TREASURY MANAGEMENT STRATEGY****1.0 INTRODUCTION**

- 1.1 This Appendix sets out the HRA Treasury Management Strategy Statement for 2015-16. The requirement to produce a separate strategy specifically for HRA is a direct consequence of the introduction of the self-financing regime, as it reflects the underlying principle that borrowing and debt management decisions should operate equitably and independently from the General Fund.
- 1.2 The strategy presented and proposed for 2015/16 is unchanged from 2014/15, as it has been accepted by the Council's external auditors as an appropriate method of apportioning debt management costs and interest accrued from balances and investments between HRA and General Fund.
- 1.3 Underpinning all Treasury Management activity of the Council is the CIPFA Treasury Management Code of Practice, which was last revised in November 2011 to address the implications for introducing HRA Self-financing from 2012/13.
- 1.4 The published Code identified the need for local authorities "...to allocate existing and future borrowing costs between housing and General Fund as the current statutory method of apportioning debt charges between the General Fund and HRA will cease".
- 1.5 The Council has adopted the "Two-Pooled Approach". This entailed allocating historic debt at 31 March 2012 between HRA and General Fund, with any new debt acquired after this date to be assigned to the HRA or General Fund according to the purpose for which it is acquired.
- 1.6 Additionally, the Strategy aims to achieve borrowing outcomes that are affordable, sustainable and prudent in keeping with the requirements of the Prudential Code for Capital Finance in Local Authorities. This Code requires the Council to consider the impact of borrowing as well as address a number of other fundamental principles, being:
- (i) The splitting of loans (i.e. debt) at the HRA Settlement transition date must be of no detriment to the General Fund.
  - (ii) The Council is required to deliver a solution that is broadly equitable between the HRA and the General Fund;
  - (ii) Future charges to the HRA in relation to borrowing are not influenced by General Fund decisions, giving the HRA greater freedom, independence, certainty and control;
  - (iii) (iv) Un-invested balance sheet resources which allow borrowing to be below the CFR are properly identified between General Fund and HRA.

**APPENDIX 4**

**1.0 INTRODUCTION**

1.6 Points (i) – (iii) above were addressed by adopting the “Two-Pool Approach”. The last point is met in the Strategy in accordance with the CIPFA Treasury Management code recommendation that the effect should be included in the interest on balances calculation to appropriately allocate the respective portions to HRA and General Fund.

1.7 With these background principles and approaches in place the HRA Treasury Management Strategy aims to cover:

- Overall Objectives
- The Current & Future Position – Underlying Need to Borrow compared to Actual Borrowing
- The Debt Maturity Profile & Headroom for New Borrowing
- How to allocate debt and attributable financing costs between HRA and General Fund equitably
- How to recognise HRA cash balances and reserves which form part of the Council’s total investments
- How to recognise any costs or revenues generated from over/under borrowing

1.8 Accordingly, these aspects of the Strategy are approached in turn.

**2.0 OVERALL OBJECTIVES OF THE HRA TREASURY MANAGEMENT STRATEGY**

2.1 The central aim of the Strategy agreed for 2014/15 and unchanged for 2015/16 is:

- to provide borrowing that is affordable, sustainable and prudent, as required by The Prudential Code, and which underpins the requirements of the HRA Capital Investment Programme, 30 year Business Plan, and any other corporate plans.
- to manage the HRA investments and cash flows, its banking, money market and capital market transactions within the purview of the Council’s overall Treasury Management Strategy, and to provide effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.
- to support budget and service delivery objectives for the benefit of tenants at no detriment to the General Fund or council taxpayers generally.

## APPENDIX 4

### 3.0 THE CURRENT POSITION – UNDERLYING NEED TO BORROW COMPARED TO ACTUAL BORROWING

- 3.1 The underlying need to borrow for capital investment is called the Capital Financing Requirement (CFR) and relates to the amount of planned capital expenditure that is not financed from internal resources, which for HRA are primarily capital receipts, revenue contributions, and the Major Repairs Reserve.
- 3.2 Capital expenditure in any year above the amount allocated to be used from these resources must be financed from borrowing or other credit arrangement (e.g. leasing), and results in an increase to the CFR. By comparing the CFR to the amount of actual borrowing the extent to which the Council is under or over borrowed is determined, and provides a key prudential indicator for performance management. The current estimates based on the capital investment programme for the next three years is shown in the table below:

Adur District Council	2014/15 Approved £m	2014/15 Revised £m	2015/16 Estimate £m	2016/17 Estimate £m	2017/18 Estimate £m
<b>Capital Financing Requirement (CFR)</b>					
General Fund	15.108	14.470	14.534	14.687	14.848
Housing Revenue Account	63.994	63.909	62.192	60.475	58.758
<b>Total CFR</b>	<b>79.102</b>	<b>78.379</b>	<b>76.726</b>	<b>75.162</b>	<b>73.606</b>
<b>Actual Debt</b>					
General Fund	(12.969)	(12.988)	(12.979)	(12,969)	(12.969)
Housing Revenue Account	(62.993)	(62.999)	(61.290)	(59.581)	(57.875)
<b>Total Debt Amount</b>	<b>(75.962)</b>	<b>(75.987)</b>	<b>(74.269)</b>	<b>(72.550)</b>	<b>(70.844)</b>
<b>(Over)/Under Borrowing</b>					
General Fund	2.139	1.482	1.555	1.718	1.879
Housing Revenue Account	1.001	0.910	0.902	0.894	0.883
<b>Total</b>	<b>3.140</b>	<b>2.392</b>	<b>2.457</b>	<b>2.612</b>	<b>2.762</b>
<b>HRA Borrowing Headroom</b>	<b>5.919</b>	<b>5.913</b>	<b>7.622</b>	<b>9.331</b>	<b>11.037</b>

*(Note that the General Fund position is shown for comparative purposes and is extracted from the Annual Treasury Management & Annual Investment Strategy Report 2015/16-2017/18 submitted to the meeting of the Joint Strategic Committee on 6 February 2015.*

**APPENDIX 4****3.0 THE CURRENT POSITION – UNDERLYING NEED TO BORROW COMPARED TO ACTUAL BORROWING**

3.3 The comparison shows the HRA is under borrowed at the end of 2014/15 by £910k, reflecting the amount by which debt outstanding and MRP has reduced over and above the incidence of new capital expenditure financed from borrowing since 2012/13. In the following years the amount by which actual borrowing is below CFR increases as the value of debt repaid and MRP provided for in each year exceeds the amount of new borrowing anticipated to fund capital investment.

3.4 The propensity to bring actual borrowing into line with the CFR is constrained by the requirement to stay within the HRA Debt Limit of £68.912m imposed by Central Government. This is only a constraint if the CFR based on capital investment proposals is above the debt limit. However, for all years from 2015/16 to 2017/18 the CFR is projected to be below the debt as reflected in the capital investment proposals approved by the meeting of the Joint Strategic Committee on 2 December, 2014.

**4.0 THE DEBT MATURITY PROFILE AND HEADROOM FOR NEW BORROWING**

4.1 The last row of the table in the preceding section compares the existing debt profile with the Debt Ceiling Limit of £68.912m. The amount by which actual borrowing is below the limit provides “Headroom” for new borrowing to fund capital expenditure. For each of the years to 2017/18 the headroom is more than sufficient to allow new borrowing to occur to bring total indebtedness in line with the underlying need to borrow as measured by the CFR – albeit the decision to borrow will be influenced by the prevailing forecast for interest rates, alternative sources of capital funding, and the ability to meet the direct financing costs of borrowing from within the approved HRA budget.

**5.0 HOW TO ALLOCATE DEBT AND ATTRIBUTABLE FINANCING COSTS BETWEEN HRA AND GENERAL FUND EQUITABLY – THE TWO POOLED APPROACH**

5.1 The methodology adopted in the Strategy draws upon CIPFA guidance relating to the two pooled approach, the essence of which is:

- to disaggregate historic debt at the HRA Debt Settlement transition date by the CIPFA methodology and allocate the respective portions to the HRA and General Fund. To each share is added new debt arising after the transition date according to the purpose for which it was incurred.

**APPENDIX 4****5.0 HOW TO ALLOCATE DEBT AND ATTRIBUTABLE FINANCING COSTS BETWEEN HRA AND GENERAL FUND EQUITABLY – THE TWO POOLED APPROACH**

- 5.2 In adopting this methodology, the Council was mindful of its Treasury Management Consultant's comments that "The two pool approach is the preferred option by CIPFA and DCLG. It is relatively simple and allows the HRA to present a preferred funding structure to the Treasury Management team. It allocates a greater proportion of fixed rate borrowing to the HRA, which may suit its needs as it provides a greater degree of certainty over initial costs".
- 5.3 Another reason for adopting the two pool approach was that an assessment was made of the impact of the resultant financing costs at transition on the HRA and it was concluded that it the effect was negligible.
- 5.4 For historic debt at the transition date, the two pooled approach assumed the HRA was fully borrowed at the level of its CFR, with the residual debt attributed to the General Fund. Thus, any over borrowing at that date was attributed to the General Fund, rather than shared with the HRA. The effect at 31 March 2012 of applying the two pooled approach was:

<b>CFR Allocations at Transition Date</b>		<b>Debt Allocations at Transition Date</b>	
	<b>£000</b>		<b>£000</b>
HRA	68,676	HRA	68,676
General Fund	11,160	General Fund	13,430
<b>TOTAL</b>	<b>79,836</b>	<b>TOTAL DEBT</b>	<b>82,106</b>

**6.0 HOW TO RECOGNISE HRA CASH BALANCES AND RESERVES WHICH FORM PART OF THE COUNCIL'S TOTAL INVESTMENTS**

- 6.1 Before 2012/13, the former subsidy system provided for a statutory determination – the Item 8 credit – to attribute interest on notional average HRA cash balances to the HRA Comprehensive Income and Expenditure statement.
- 6.2 This recognised the general principal that the HRA should benefit from its cash balances and reserves, and the introduction of the self-financing arrangements did not alter this principle.

**APPENDIX 4****6.0 HOW TO RECOGNISE HRA CASH BALANCES AND RESERVES WHICH FORM PART OF THE COUNCIL'S TOTAL INVESTMENTS**

6.3 The Strategy adopts the CIPFA recommended approach for all investments to be pooled, since it states that the "interest on cash balances calculation can be used to manage the charge between HRA and General Fund". Accordingly, to do this the Strategy retains the use of the notional average cash balance approach used within the former Statutory Item 8 calculation as the basis for crediting the HRA share of interest receivable.

**7.0 HOW TO RECOGNISE ANY COSTS OR REVENUES GENERATED FROM OVER/UNDER BORROWING**

7.1 In practice it is recognised that there will be timing differences between the Council's underlying need to borrow (the CFR) and actual borrowing.

7.2 Where under borrowing occurs, the Council is drawing upon internal reserves and balances to fund capital expenditure, and therefore bears the cost of interest foregone on the amount of cash consumed that might otherwise be invested.

7.3 Conversely, where over borrowing occurs surplus cash to requirements is held that forms part of surplus cash available for investment. This may arise where borrowing for capital expenditure is undertaken in advance of actual expenditure to take advantage of low interest rates.

7.4 In both scenarios the CIPFA Treasury Management code states that the effect should be included in the interest on balances calculation to appropriately allocate the respective portions to HRA and General Fund.

7.5 Accordingly, the Strategy adopts the approach whereby the relevant credit or debit shall be computed with reference to the difference between the HRA and General Fund CFR and the respective actual debt during the year. Where an Over-borrowing position occurs interest shall be credited according the average rate of interest on all investments prevailing for the period during which the over borrowing was sustained. For an under-borrowed position, interest shall be charged to reflect the interest foregone through consumption of internal resources and at the average rate of all investments achieved during the period of under borrowing.



## JOINT SERVICE BLOCK ACTIVITY RECHARGED TO ADUR AND WORTHING COUNCILS

SERVICE BLOCKS	ESTIMATE 2014/15	ESTIMATE 2015/16
	£	£
Chief Executive, Organisational Development & Communications	886,600	901,790
Director for Communities	5,300,780	5,855,190
Director for Customer Services	5,766,410	6,005,180
Director for Digital & Resources	8,822,510	8,794,200
Director for the Economy	3,157,030	3,336,210
<b>TOTAL SERVICES</b>	<b>23,933,330</b>	<b>24,892,570</b>
<b>ALLOCATION OF COSTS</b>		
Recharged to other joint services	(3,343,530)	(3,148,890)
	20,589,800	21,743,680
Adur District Council	(8,243,940)	(8,806,180)
Worthing Borough Council	(12,345,860)	(12,937,500)
<b>TOTAL SERVICE BLOCK ALLOCATIONS</b>	<b>(20,589,800)</b>	<b>(21,743,680)</b>



# ADUR BUDGET SUMMARY SUMMARY OF DIRECTORATES



EXECUTIVE PORTFOLIO	ESTIMATE 2014/15	ESTIMATE 2015/16
	£	£
Chief Executive, Organisational Development & Communications	32,460	15,750
Communities	5,188,970	5,500,530
Customer Services	2,289,920	2,127,710
Digital and Resources	2,786,960	3,094,290
Economy	628,500	608,140
Allocations	(637,530)	(1,073,010)
<b>NET SERVICE EXPENDITURE</b>	<b>10,289,280</b>	<b>10,273,410</b>
Credit Back Depreciation / Impairments	(1,366,190)	(1,403,250)
Minimum Revenue Provision	963,680	995,830
	<b>9,886,770</b>	<b>9,865,990</b>
Transfer to / from Reserves	(308,520)	(301,000)
Balance Available to Transfer To / (From) Reserves	51,060	40,870
<b>Total budget requirement before external support from government</b>	<b>9,629,310</b>	<b>9,605,860</b>
Baseline Funding	(1,573,830)	(1,603,900)
Additional business rate income	(142,540)	(270,730)
Revenue Support Grant	(1,834,780)	(1,347,920)
Council Tax Reduction Scheme Grant	(40,000)	(40,000)
Council Tax Freeze Grant	(63,720)	(62,550)
Other unfenced grants (New homes bonus & Ctax Transition)	(565,600)	(652,190)
Contribution to/ (from) Collection Fund	(60,130)	(155,720)
<b>Amount required from Council Tax - Adur District</b>	<b>5,348,710</b>	<b>5,472,850</b>



# WORTHING BUDGET SUMMARY SUMMARY OF DIRECTORATES

SERVICE BLOCKS	ESTIMATE 2014/15	ESTIMATE 2015/16
	£	£
Chief Executive, Organisational Development & Communications	28,560	26,490
Director for the Communities	5,980,190	5,360,650
Director for Customer Services	3,037,690	3,009,780
Director for Digital and Resources	3,166,740	2,895,900
Director for the Economy	1,944,430	2,299,390
Allocations	1,972,120	1,706,880
<b>NET SERVICE EXPENDITURE</b>	<b>16,129,730</b>	<b>15,299,090</b>
Credit Back Depreciation	(3,178,370)	(2,738,770)
Minimum Revenue Provision	1,207,040	1,221,070
	<b>14,158,400</b>	<b>13,781,390</b>
Transfer to / from Reserves	14,260	(17,190)
Balance Available to Transfer To / (From) Reserves	(195,880)	79,280
<b>Total budget requirement before external support from government</b>	<b>13,976,780</b>	<b>13,843,480</b>
Baseline Funding	(2,397,990)	(2,443,810)
Additional business rate income	(171,560)	(234,000)
Revenue Support Grant	(2,790,410)	(2,043,070)
Council Tax Reduction Scheme Grant	(60,000)	(60,000)
Council Tax Freeze Grant	(87,740)	(85,710)
Other unfenced grants (New homes bonus & Ctax Transition)	(834,940)	(1,080,890)
Contribution to/ (from) Collection Fund	(3,080)	1,910
<b>Amount required from Council Tax</b>	<b>7,631,060</b>	<b>7,897,910</b>



**SERVICE BLOCK:*****Chief Executive, O. D. and Communications***

HEADS OF SERVICE	DETAILED SERVICES INCLUDED
<b>CHIEF EXECUTIVE:</b>	<b>Strategic Management</b> - Strategic risk assessment and monitoring.
<b>ORGANISATIONAL DEVELOPMENT:</b>	Staff learning and development, skills training, work experience, training needs analysis
<b>COMMUNICATIONS:</b>	<b>Media and Communications</b> - External communications - press, social media and reputation issues. Internal communications - manager and staff conferences, & staff engagement.  <b>The Money Tree</b> – Worthing’s Money Tree is a participatory budgeting process which has a dedicated budget of £20,000. The process is aimed at projects by or for 11 to 25 year olds in the Worthing borough and must contribute towards the delivery of Every Child Matters outcomes. Applications can be anything up to £2,500  <b>Pot of Gold</b> – Adur’s Pot of Gold is a participatory budgeting process which has a dedicated budget of £70,000. The process is open to resident associations, community groups and charity organisations to apply for anything up to £10,000 the aim of their project must leave a lasting legacy in the district and fall into one of three themes; Wellbeing, improvements to community facilities or appearance of the district.  <b>Community Engagement-</b> Citizen panels, community engagement task force, consultation, social media.

**CODE LIST SERVICE BLOCK:*****Chief Executive, Organisational Dev'pment & Communications***

<b>COST CENTRE</b>	<b>DESCRIPTION</b>
<b>JOINT</b>	
90090	Organisational Development - Admin
90091	Organisational and Training
90120	Performance & Scrutiny Joint
90131	Communications joint
90811	Chief Executive
90812	Head of Communications
<b>ADUR</b>	
11780	POD
11800	Strategic Planning
11810	Adur Outlook and Publicity
11830	Consultation & Research
11870	Pot of Gold - Rev Participatory Scheme
10131	Communications Team
10700	Policy Officers
<b>WORTHING</b>	
51812	The Money Tree - WBC Particip Budget
50060	Public Information
51810	Communications

**JOINT SUMMARY SERVICE BLOCK:**  
**Chief Executive, Organisational Development  
and Communications**



SERVICE	ESTIMATE 2014/2015	ESTIMATE 2015/2016
	£	£
<b>CHIEF EXECUTIVE</b>		
Chief Executive Office	185,680	197,530
	<b>185,680</b>	<b>197,530</b>
<b>Head of Organisational Development</b>		
Head of Organisational Development Office	-	135,550
Organisational Development	253,560	205,610
	<b>253,560</b>	<b>341,160</b>
<b>Head of Communications</b>		
Head of Communications - Office	-	64,690
Policy and Consultation	250,680	109,550
Communications	196,680	188,860
	<b>447,360</b>	<b>363,100</b>
<b>TOTAL FOR CEO, OD AND COMMUNICATIONS</b>	<b>886,600</b>	<b>901,790</b>
<b>ALLOCATION OF COSTS</b>		
Recharged to other joint services	133,850	232,660
Adur District Council	334,360	308,560
Worthing Borough Council	418,390	345,280
South Downs Leisure Trust	-	15,290
	<b>886,600</b>	<b>901,790</b>

**JOINT VARIATIONS SERVICE BLOCK:**  
**Chief Executive, Organisational Development and**  
**Communications**



DETAILS OF CHANGES SINCE THE ORIGINAL BUDGET 2014/2015	ESTIMATE 2015/2016
	£
<b>ORIGINAL ESTIMATE 2014/2015</b>	886,600
<b>INFLATION</b>	37,190
<b>APPROVED VARIATIONS REPORTED TO JOINT COMMITTEE</b>	
<b>Committed Growth</b>	
Potential growth from regrading	10,000
Organisational Development essential development	35,000
<b>Agreed Savings</b>	
Communications Team - Net reduction in hours	(10,000)
Communcations Advertising income	(9,000)
<b>BUDGET TRANSFERS</b>	
Changes in allocation of recharge from other services	(48,000)
Other minor transfers	-
<b>APPROVED ESTIMATE 2015/2016</b>	<b>901,790</b>

**JOINT SUBJECTIVE ANALYSIS**

**Chief Executive, O. D, and Communications**

SERVICE / ACTIVITY	Staff FTE	Employees	Premises	Transport	Supplies & Services	Third Party	Income	Service Controlled Budget	Direct Recharges	Support	TOTAL BUDGET
		£	£	£	£	£	£	£	£	£	£
<b>CHIEF EXECUTIVE</b>											
Chief Executive Office	2	174,350	-	1,020	6,920	-	-	182,290	1,870	13,370	197,530
<b>Head of Organisational Development</b>											
Head of Organisational Development Office	3	126,440	-	-	-	-	-	126,440	1,040	8,070	135,550
Organisational Development	3	201,390	-	30	2,260	-	-	203,680	-	1,930	205,610
<b>Head of Communications</b>											
Head of Communications - Office	1	61,210	-	-	-	-	-	61,210	410	3,070	64,690
Policy and Consultation	1	80,660	-	150	5,380	-	-	86,190	3,240	20,120	109,550
Communications	2	132,480	-	240	40,430	-	(9,000)	164,150	5,640	19,070	188,860
	<b>12</b>										
<b>TOTAL COST</b>		<b>776,530</b>	<b>0</b>	<b>1,440</b>	<b>54,990</b>	<b>0</b>	<b>(9,000)</b>	<b>823,960</b>	<b>12,200</b>	<b>65,630</b>	<b>901,790</b>
<b>Percentage Direct Cost</b>		93%	0%	0%	7%	0%					



**ADUR SUMMARY SERVICE BLOCK:**  
**Chief Executive, Organisational Development  
and Communications**



SERVICE	ESTIMATE 2014/2015	ESTIMATE 2015/2016
<b>CHIEF EXECUTIVE</b> <b>Head of Communications</b> Policy and Consultation	£	£
	32,460	15,750
	<b>32,460</b>	<b>15,750</b>
	<b>32,460</b>	<b>15,750</b>
<b>TOTAL FOR CEO, OD AND COMMUNICATIONS</b>	<b>32,460</b>	<b>15,750</b>

**ADUR VARIATIONS SERVICE BLOCK:**  
**Chief Executive, Organisational Development and**  
**Communications**



DETAILS OF CHANGES SINCE THE ORIGINAL BUDGET 2014/2015	ESTIMATE 2015/2016
<b>ORIGINAL ESTIMATE 2014/2015</b>	£ 32,460
<b>CHANGES TO BASE</b>	
Virements	
Joint Transfers	
<b>INFLATION</b>	
<b>APPROVED VARIATIONS REPORTED TO JOINT COMMITTEE</b>	
Committed Growth	-
Compensatory Savings	-
Agreed Savings	-
Non Recurring items	
Additional Income	-
Impact of Capital Programme	
Changes in allocation of recharge from other services	(16,710)
Asset Hire/Impairment	
Other minor transfers	
<b>APPROVED ESTIMATE 2015/2016</b>	<b>15,750</b>

SERVICE / ACTIVITY	Staff FTE	Employees	Direct Recharges	Premises	Transport	Supplies & Services	Third Party	Income	Service Controlled Budget	Support	Capital Charges	TOTAL BUDGET
<b>CHIEF EXECUTIVE</b>		£		£	£	£	£	£	£	£	£	£
Head of Communications Policy and Consultation		-	9,260	-	-	-	-	-	9,260	6,490	-	15,750
<b>TOTAL STAFF</b>	<b>0</b>											
<b>TOTAL COST</b>		<b>0</b>	<b>9,260</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,260</b>	<b>6,490</b>	<b>0</b>	<b>15,750</b>
<b>Percentage Direct Cost</b>		0%	100%	0%	0%	0%	0%					



**WORTHING SUMMARY SERVICE BLOCK:**  
**Chief Executive, Organisational Development  
and Communications**



SERVICE	ESTIMATE 2014/2015	ESTIMATE 2015/2016
	£	£
<b>CHIEF EXECUTIVE</b>		
<b>Head of Communications</b>		
Head of Communications - Office	-	10,000
Policy and Consultation	16,550	200
Communications	12,010	16,290
	<b>28,560</b>	<b>26,490</b>
<b>TOTAL FOR CEO, OD AND COMMUNICATIONS</b>	<b>28,560</b>	<b>26,490</b>

DETAILS OF CHANGES SINCE THE ORIGINAL BUDGET 2014/2015	ESTIMATE 2015/2016
<b>ORIGINAL ESTIMATE 2014/2015</b>	£ 28,560
<b>CHANGES TO BASE</b> Virements Joint transfers	
<b>INFLATION</b>	
<b>APPROVED VARIATIONS REPORTED TO JOINT COMMITTEE</b> <b>Non-Committed Growth</b> To facilitate 'The Money Tree' initiative	10,000
<b>Agreed Savings</b>	-
<b>Additional Income</b>	-
<b>Impact of Capital Programme</b>	-
<b>Changes in allocation of recharge from other services</b>	(12,070)
<b>Asset Hire/Impairment</b>	
<b>Other minor transfers</b>	
<b>APPROVED ESTIMATE 2015/2016</b>	<b>26,490</b>

SERVICE / ACTIVITY	Staff FTE	Employees	Direct Recharges	Premises	Transport	Supplies & Services	Third Party	Income	Service Controlled Budget	Support	Capital Charges	TOTAL BUDGET
		£		£	£	£	£	£	£	£	£	£
<b>CHIEF EXECUTIVE</b>												
<b>Head of Communications</b>												
Head of Communications - Office		-	-	-	-	10,000	-	-	10,000	-	-	10,000
Policy and Consultation Communications		-	-	-	-	200	-	-	200	-	-	200
		-	9,260	-	-	-	-	-	9,260	7,030	-	16,290
	<b>0</b>											
		<b>0</b>	<b>9,260</b>	<b>0</b>	<b>0</b>	<b>10,200</b>	<b>0</b>	<b>0</b>	<b>19,460</b>	<b>7,030</b>	<b>0</b>	<b>26,490</b>
<b>Percentage Direct Cost</b>		0%	48%	0%	0%	52%	0%					



**SERVICE BLOCK:**  
***Communities Directorate***

**HEADS OF SERVICE**

**DETAILED SERVICES INCLUDED**

**WELLBEING**

**Democratic Services and Community Engagement** - Democratic Services, which includes Committee support, Member support and the Mayoral and Chairman's Offices, provide support to Members and Officers, to ensure that the decision-making process runs smoothly and effectively and that Members and the public receive relevant committee documentation in a timely fashion. They also assist the Mayor and Chairman by maintaining diaries, and organising some small Civic Head functions.

**Licensing** - Taxi and private hire, premises and personal licensing.

**Environmental Health** - Private sector housing assistance and renewal, empty properties, environmental protection and noise, pest control, dog control, food hygiene, health and safety enforcement, healthy workplace, Disabled Facilities Grants and other private sector housing grants.

**Community Safety and ASB** - Support for Safer Communities Partnership, anti social behaviour teams and co-ordination of the wider Safer Communities programme, police performance and intelligence liaison, Joint Action Groups, Local Action Teams, and running the Family Intervention Project.

**Public Health and Wellbeing/Think Family and Early Help** - Neighbourhood Working and Action Plans, Local Strategic Partnership, development and delivery of the Sustainable Community Strategy, young people and leisure development, workability, support and liaison with the Voluntary and Community Sector, Administration of Community Grants, Safeguarding of Children and Young People and Adults at Risk. Wellbeing Hubs, British Heart Foundation Hearty Lives.

**ENVIRONMENT**

**Parks and Foreshore** - Grounds maintenance, parks management including events on parks and open spaces, Parks Watch service, managing beach huts and chalets and Worthing foreshore management.

**Bereavement Services** - Cemetery management and cremations.

**Environmental Health** - Dog Control & Pest Control

**HOUSING**

**Housing Services** – Providing housing options, including advice on how homelessness can be prevented; undertaking homelessness assessments; providing temporary accommodation where required; managing the Housing Register; managing nominations and allocations to social housing.

**SERVICE BLOCK:**  
***Communities Directorate***

**HEADS OF SERVICE**

**DETAILED SERVICES INCLUDED**

**HOUSING**

**Adur Homes** – tenancy management of the social housing stock retained by Adur District Council; repairs and maintenance to the social housing retained by Adur District Council; maintaining the wider environment of estates for properties retained by Adur District Council; repairs and maintenance to corporate property owned by either Adur District or Worthing Borough Councils; Leasehold management (where Adur District Council is the Freeholder); management of temporary accommodation and Private Sector Leasing for Adur District Council; management of Right to Buy; management of sheltered housing schemes owned by Adur District Council; provision of new alarm and mobile response units; maintaining existing alarm and mobile response units Resident engagement for people living in Adur Homes properties; management of garages owned by Adur District Council.

**Housing Strategy & Enabling** – Housing strategy development and review, affordable housing provision, Adur and Worthing Home Improvement Agency, liaison with Registered Providers.

**Private Sector Housing** - Grant administration (particular in relation to older and vulnerable homeowners); enforcement where there is a breach of the Landlord and Tenant Act; licensing of Houses in Multiple Occupation; bringing private sector empty properties back into use; Public Health Funerals

**The Council has a statutory obligation to provide the following Wellbeing services:**

- Support for neighbourhood plans.
- Duty to co-operate to safeguard children and young people – Children Act 1989.
- Duty to co-operate and safeguard adults at risk – Care Act 2014

**There are no major changes in services planned for 2015-16**

However major Health reforms are likely to have a significant impact on how services are delivered in the future. The Government has introduced a number of changes to planning regulations and policy and continues to do so which need to be addressed.

**The Council has a statutory obligation to provide the following Democratic Services and Community Engagement:-**

- The Democratic process (Council, Leader and Cabinet and Committees)
- Licensing: Both Councils have statutory responsibilities as licensing authorities.
- Environmental Health: The Council has numerous statutory regulatory functions across all of the areas listed above, particularly around private sector housing conditions, environmental protection and control of pollution, food safety and the requirement for an annual Food Safety Plan. Provision of Disabled Facilities Grants to qualifying persons is mandatory.

## **SERVICE BLOCK:** ***Communities Directorate***

The Council has a statutory obligation to provide the following Environment services:

- Cemetery provision

The Council has a statutory obligation to provide the following services:

- **Housing Stock:** Manage and maintain the Adur Council's housing stock.
- **Temporary Accommodation:** Make temporary accommodation available to people who meet the homeless criteria of the homeless legislation, **including the period during which an application is assessed**. Provision of temporary accommodation is one of the Council's chosen methods.

**Adur Homes is not a joint service, being specific to the social housing owned by Adur District Council. The Executive Head of Housing, which includes responsibility for Adur Homes, is part of the senior officer structure that is included within the Joint Committee.**

**Adur Homes has many major contracts of over £100,000. Many are for long periods and are reviewed and retendered from time to time.**

**These major contracts are listed below and are necessary to ensure that the Council can undertake its duties with regard to the management of the Housing Stock.**

- Gas contracts for Sheltered Schemes and East and West District ending December 2015.
- Window cleaning contracts for Sheltered Schemes and general areas ending January 2017.
- Communal way cleaning contracts ending January 2017.
- Grounds Maintenance Contract ending December 2015.
- Door entry and Community alarm contracts ending December 2015
- Day to day and void repairs for East and West districts ending November 2013.

**CODE LIST SERVICE BLOCK:**  
***Communities Directorate***

<b>COST CENTRE</b>	<b>DESCRIPTION</b>
<b>JOINT</b>	
<b>90181</b>	Democratic Services - Joint
<b>90301</b>	Head of Environment
<b>90303</b>	Food Safety/Health & Safety Team
<b>90304</b>	Licencing Team
<b>90305</b>	Housing/Environmental Protection Team
<b>90306</b>	Env. Health Admin Team
<b>90307</b>	Environmental Health & Systems Management
<b>90308</b>	Pest Control Team
<b>90309</b>	Dog Warden
<b>90311</b>	Joint Community Safety
<b>90319</b>	Home Improvement Assistance
<b>90320</b>	Housing Strategy
<b>90322</b>	Housing Services Management
<b>90323</b>	Lettings Team
<b>90324</b>	Housing Advice Team
<b>90340</b>	LCS Strategic Support
<b>90350</b>	Parks & Cemeteries Admin Support
<b>90351</b>	Grounds Maintenance - Attendants
<b>90352</b>	Grounds Maintenance - Cemeteries
<b>90353</b>	GM Park Rangers
<b>90366</b>	GM Arborists
<b>90367</b>	Grounds Maintenance - Highdown
<b>90368</b>	Grounds Maintenance
<b>90370</b>	Joint Parks Management
<b>90377</b>	Foreshore
<b>90381</b>	Head of Housing
<b>90430</b>	Community Wellbeing - Core
<b>90435</b>	Head of Wellbeing
<b>90440</b>	Community Planning
<b>90450</b>	Voluntary Sector Grants
<b>90460</b>	EHRW Community Wellbeing - LeisDev
<b>90831</b>	Director for Communities
<b>90441</b>	Community Digital hubs
<b>90479</b>	Health & Wellbeing Partnership
<b>90480</b>	Wellbeing Hub
<b>90485</b>	Adur & Worthing Wellbeing Hubs Projects
<b>90486</b>	BHF Hearty Lives Project
<b>94810</b>	Joint Anti Social Behaviour
<b>94815</b>	Joint Family Intervention Project
<b>94816</b>	Think Family
<b>94820</b>	Joint Community Safety Projects

**CODE LIST SERVICE BLOCK:*****Communities Directorate***

<b>COST CENTRE</b>	<b>DESCRIPTION</b>
<b>ADUR</b>	
<b>10830</b>	Interest & Capital Charges to HRA
<b>11500</b>	Allotments - General
<b>11530</b>	Beaches and Amenities
<b>11670</b>	Cemeteries & churchyards - Gen
<b>11710</b>	Closed churchyards
<b>11860</b>	CDC Community Planning
<b>12000</b>	Community Development - Deprived Areas
<b>12090</b>	Dog Warden
<b>12120</b>	Environmental Hlth Dom - Gen
<b>12122</b>	Housing Condition Survey
<b>12130</b>	Pollution Monitoring
<b>12140</b>	Public Health Burials
<b>12150</b>	Drainage investigations
<b>12240</b>	Commercial Environ. Health
<b>12250</b>	Food Safety
<b>12361</b>	Community Alarms
<b>12362</b>	Mobile Response Services
<b>12365</b>	Building Maintenance (Support)
<b>12366</b>	Building Maintenance (Operational)
<b>12370</b>	Private Sector Housing - Gen
<b>12380</b>	Housing Advice
<b>12390</b>	Home Improvement Assistance
<b>12391</b>	Hardship Funds
<b>12392</b>	Adur Safe Scheme
<b>12393</b>	Domestic Abuse Fund
<b>12394</b>	Worthing Safe Scheme
<b>12400</b>	Enabling Role
<b>12410</b>	Homelessness Management - Gen
<b>12420</b>	Temporary Accommodation
<b>12430</b>	Homelessness Prevention
<b>12440</b>	Choice Based Lettings
<b>12510</b>	Leisure Centres Client
<b>12530</b>	Hackney Carriage & Private Hire
<b>12540</b>	Misc Licensing
<b>12550</b>	Gambling, etc
<b>12560</b>	Animal Welfare Licensing
<b>12570</b>	Alcohol & Entertaining
<b>12580</b>	Leisure Development - Gen
<b>12760</b>	Pest Control - General
<b>12770</b>	Parks - General
<b>12771</b>	Donated Seats & Tyres
<b>12930</b>	Recreation Grounds - General

**CODE LIST SERVICE BLOCK:**  
***Communities Directorate***

<b>COST CENTRE</b>	<b>DESCRIPTION</b>
<b>ADUR</b>	
<b>13000</b>	Members
<b>13005</b>	Chairman
<b>13010</b>	Overveiw & Scrutiny Commit.
<b>13110</b>	Community Safety
<b>13150</b>	CCTV
<b>13320</b>	Com.&Welfare Grants-General
<b>13330</b>	CAB Shoreham & Lancing
<b>13360</b>	Refuse Collection-Charities
<b>13370</b>	Dial-A-Ride
<b>13390</b>	Adur Council for Vol.Serv.
<b>13420</b>	Citizens Advice B.-Lancing
<b>13440</b>	Misc Grants (Total Grants Available)
<b>13450</b>	Misc Small Grants (Community & Welfare)
<b>16020</b>	Housing Management Services
<b>16030</b>	Housing Maintenance Services
<b>16100</b>	Client Support & Liaison
<b>16110</b>	Housing Admin.Support
<b>16170</b>	Financing Costs HRA
<b>16180</b>	Interest Receivable
<b>16200</b>	Contribution to Capital
<b>16220</b>	Depreciation - Dwellings
<b>16225</b>	Statutory Adjustment - MRA Allowance
<b>16230</b>	Deprn.Other Assets
<b>16231</b>	Amortisation of Premia
<b>16250</b>	General Costs
<b>16260</b>	Lancing Office
<b>16290</b>	Service Charge Administration
<b>16300</b>	Rent Accounting
<b>16310</b>	Right to Buy
<b>16320</b>	Choice Based Lettings/Transfer Incentives
<b>16330</b>	Best Practice / Benchmarking
<b>16350</b>	HMS running costs
<b>16360</b>	Repairs Managment
<b>16365</b>	Out of Hours Service
<b>16370</b>	Supporting People
<b>16380</b>	Corp/Dem Core & Unapp Central O/Heads
<b>16390</b>	Trans Surplus/Deficit
<b>16400</b>	HMS - General
<b>16410</b>	HMS Geneal (Contracts & Cleaning)
<b>16420</b>	Door Entry and Lift Maintenance
<b>16440</b>	Provision for Bad Debts
<b>16450</b>	Rents Rates Taxes etc

**CODE LIST SERVICE BLOCK:**  
***Communities Directorate***

<b>COST CENTRE</b>	<b>DESCRIPTION</b>
<b>ADUR</b>	
16470	Dwellings Rents
16480	Hostels Rents
16500	Garages
16510	Shops
16520	Miscellaneous Rents
16530	Ground Rents
16540	Dwellings Heating
16550	Leasing Service Charges
16560	Dwellings Service Charges
16570	Contributions Towards Expenditure-HM
16600	Community Alarm General
16610	Tenant Liaison
16620	General housing repair costs
16630	Planned & Cyclical maintenance
16640	Responsive Repairs
16650	Void work
16670	Hostel Accom.7&9 Albion Street
16735	Operation in Road
<b>WORTHING</b>	
50821	Strategic Director
50975	Worthing Festival
51320	Lido
51330	Pier
51340	Southern Pavilion
51350	Pier - Amusement Hall
50740	Housing Standards
51580	Houses In Multiple Occupancy
51590	Homelessness management
51610	Homeless Initiatives
51640	Housing Advances
51660	Management Of Waiting List
51672	Choice Based Letting
51680	Special Housing Needs
51712	Housing Condition Surveys
51722	House Renovation Grants Mand
51740	Closing Orders
51750	Control Orders
51760	Registered Social Landlords
52380	Housing Advice
52410	Homelessness Prevention
50320	Housing Strategy
51940	Home Improvement Assistance

**CODE LIST SERVICE BLOCK:*****Communities Directorate***

<b>COST CENTRE</b>	<b>DESCRIPTION</b>
<b>WORTHING</b>	
<b>50570</b>	Major Bowls Events (National Brit Isles)
<b>50590</b>	Highdown
<b>51530</b>	Brooklands Golf Facilities
<b>52770</b>	Parks and Open Spaces
<b>52771</b>	Parks donated seats and Trees
<b>50840</b>	Beach Huts & Chalets
<b>50860</b>	Foreshore
<b>50870</b>	Parade
<b>51500</b>	Allotments
<b>51670</b>	Cemeteries
<b>51710</b>	Closed Churchyards
<b>50130</b>	Memorials - Crematorium
<b>50140</b>	Memorial Garden
<b>50150</b>	Crematorium
<b>50800</b>	Dog Control
<b>52760</b>	Rodent & Pest Control
<b>50440</b>	Community Planning
<b>50610</b>	Heene Community Centre
<b>50630</b>	Grants
<b>51380</b>	Community Centres
<b>51390</b>	Broadwater Parish Rooms
<b>51400</b>	Youth Drop In Centres
<b>51821</b>	Community Development - Deprived Areas
<b>51920</b>	Day Centres
<b>51950</b>	Dial-a-Ride
<b>52580</b>	Leisure Development
<b>50680</b>	Community Safety
<b>53150</b>	CCTV (Previously 1557/163)
<b>50730</b>	Health And Safety Enforcement
<b>50810</b>	Joint Health Promotion Project
<b>52250</b>	Food Safety
<b>50750</b>	Various Licences
<b>52530</b>	Licences - Hackney Carriage/Private Hire
<b>52540</b>	Gambling
<b>52570</b>	Alcohol & Entertaining
<b>50160</b>	Pollution Reduction
<b>50170</b>	Local Air Pollution Control
<b>50790</b>	Public Health
<b>50820</b>	National Assistance Act 1948
<b>50070</b>	Mayoral Services
<b>53000</b>	Member Services
<b>52500</b>	Leisure Trust Client Account

**CODE LIST SERVICE BLOCK:*****Communities Directorate***

<b>COST CENTRE</b>	<b>DESCRIPTION</b>
<b>WORTHING</b>	
<b>51410</b>	Splashpoint - Client
<b>51420</b>	Splashpoint Leisure Centre
<b>51430</b>	Splashpoint Café
<b>51520</b>	FIT4 Membership Holding Account
<b>51521</b>	Fit 4 Managers
<b>52510</b>	Leisure Centre-Client
<b>51480</b>	Leisure Centre - Lotus Health Suite
<b>51490</b>	Leisure Centre
<b>51502</b>	Leisure Centre - Cafe
<b>51512</b>	Leisure Centre - Bar
<b>51450</b>	Davison Leisure Centre
<b>51460</b>	Field Place
<b>51455</b>	Worthing College
<b>51820</b>	Think Family Neighbourhoods



**JOINT SUMMARY SERVICE BLOCK:  
Communities Directorate**

SERVICE	ESTIMATE 2014/2015	ESTIMATE 2015/2016
	£	£
<b>DIRECTOR FOR COMMUNITIES</b>		
Director for Communities office	133,610	136,650
Leisure Support residual costs	25,330	17,620
	<b>158,940</b>	<b>154,270</b>
<b>HEAD OF HOUSING</b>		
Head of Housing	111,900	88,620
Housing	576,570	575,610
Environmental Health / Protection Team	652,280	672,370
Home Improvement Assistance	186,440	183,340
Housing Strategy	71,210	72,550
	<b>1,598,400</b>	<b>1,592,490</b>
<b>HEAD OF ENVIRONMENT</b>		
Head of Environment	99,700	79,830
Parks	991,090	1,524,910
Foreshores	181,660	174,580
Environmental Health	168,410	183,210
	<b>1,440,860</b>	<b>1,962,530</b>
<b>HEAD OF WELLBEING</b>		
Head of Wellbeing	-	79,880
Community Wellbeing	489,520	495,020
Community Safety	182,470	229,230
Environmental Health - Commercial	531,030	564,460
Environmental Health - Domestic	304,640	172,410
Licensing	274,230	289,940
Democratic Services	320,690	314,960
	<b>2,102,580</b>	<b>2,145,900</b>
<b>TOTAL FOR COMMUNITIES</b>	<b>5,300,780</b>	<b>5,855,190</b>
<b>ALLOCATION OF COSTS</b>		
Recharged to other joint services	-	26,290
Adur District Council	2,111,340	2,376,830
Worthing Borough Council	3,189,440	3,435,740
South Downs Leisure Trust	-	16,330
	<b>5,300,780</b>	<b>5,855,190</b>

DETAILS OF CHANGES SINCE THE ORIGINAL BUDGET 2014/2015	ESTIMATE 2015/2016
	£
<b>ORIGINAL ESTIMATE 2014/2015</b>	5,300,780
<b>CHANGES TO BASE</b>	
Virements	(174,870)
Joint transfers	601,000
<b>INFLATION</b>	168,100
<b>APPROVED VARIATIONS REPORTED TO JOINT COMMITTEE</b>	
<b>Committed Growth</b>	
Environmental Health - New post for a Dog Warden	5,200
Parks - Net impact of staff restructure	6,100
<b>Compensatory Savings</b>	
<b>Agreed Savings</b>	
Environmental Health - Getting in Shape restructure	(76,800)
Community Wellbeing - Getting in Shape restructure	3,080
Parks management - Getting in Shape restructure	(69,280)
Head of Environment - Getting in Shape restructure	79,870
Head of Housing - Getting in Shape restructure	6,950
Democratic Services - impact of electronic agendas and a base budget review	(8,000)
Environmental Health - Rationalisation of administration staff	(36,500)
Community Safety - Net impact of secondment of Community Safety Manager to West Sussex County Council	(8,000)
Community Wellbeing - base budget review & deletion of unused budgets	(10,440)
Dog Wardens - Cease use of Council vehicles for staff to commute to work	(500)
Further Grounds maintenance savings arising from rationalisation of Parks Attendants	(32,000)
Deletion of the vacant post of Housing Assessment and Allocations Manager. Review the remaining management posts, reinvesting any unallocated budget to front line.	(42,400)
<b>BUDGET TRANSFERS</b>	
<b>Changes in allocation of recharge from other services</b>	142,900
<b>Other minor transfers</b>	
<b>APPROVED ESTIMATE 2015/2016</b>	<b>5,855,190</b>

SERVICE / ACTIVITY	Staff FTE	Employees	Direct Recharges	Premises	Transport	Supplies & Services	Third Party	Income	Service Controlled Budget	Support	TOTAL BUDGET
		£		£	£	£	£	£	£	£	£
<b>DIRECTOR OF COMMUNITIES</b>											
Director of Communities Office	1.5	123,060	2,800	-	-	4,920	-	-	130,780	5,870	136,650
Leisure Support	0.7	9,230	2,490	-	300	2,580	-	-	14,600	3,020	17,620
<b>Head of Housing</b>											
Head of Housing	1	86,820	1,800	-	-	-	-	-	88,620	-	88,620
Housing	14.1	671,790	6,440	-	10,000	8,290	-	(190,600)	505,920	69,690	575,610
Environmental Health - Domestic	12.2	578,430	4,140	-	11,610	2,710	-	-	596,890	75,480	672,370
Home Improvement Assistance	4.1	147,220	3,690	-	2,080	2,220	-	-	155,210	28,130	183,340
Housing Strategy	1	53,350	410	-	730	12,180	-	-	66,670	5,880	72,550
<b>Head of Environment</b>											
Head of Environment	1	79,870	-	-	-	-	-	-	79,870	(40)	79,830
Parks	50.6	1,591,800	10,620	-	342,390	244,660	-	(769,100)	1,420,370	104,540	1,524,910
Foreshores	5.7	171,080	-	-	-	-	-	(5,100)	165,980	8,600	174,580
Environmental Health	5	180,280	-	510	22,780	26,320	-	(53,980)	175,910	7,300	183,210
<b>Head of Wellbeing</b>											
Head of Wellbeing	1	79,880	-	-	-	-	-	-	79,880	-	79,880
Community Wellbeing	18.4	794,470	36,100	-	3,520	37,260	-	(474,240)	397,110	97,910	495,020
Community Safety	4.2	193,610	10,800	-	2,030	5,420	-	(42,830)	169,030	60,200	229,230
Environmental Health- Commercial	9.1	439,710	4,140	-	8,200	36,940	-	-	488,990	75,470	564,460
Environmental Health- Domestic	5.8	113,670	5,780	-	5,170	12,060	-	-	136,680	35,730	172,410
Licensing	6.7	231,480	2,490	-	4,430	5,110	-	-	243,510	46,430	289,940
Democratic Services	6	255,060	5,190	-	170	19,480	-	-	279,900	35,060	314,960
	<b>145.9</b>										
<b>TOTAL COST</b>		<b>5,800,810</b>	<b>96,890</b>	<b>510</b>	<b>413,410</b>	<b>420,150</b>	<b>0</b>	<b>(1,535,850)</b>	<b>5,195,920</b>	<b>659,270</b>	<b>5,855,190</b>
<b>Percentage Direct Cost</b>		<b>86%</b>	<b>1%</b>	<b>0%</b>	<b>6%</b>	<b>6%</b>	<b>0%</b>				



**ADUR SUMMARY SERVICE BLOCK:**  
**Communities Directorate**

SERVICE	ESTIMATE 2014/2015	ESTIMATE 2015/2016
	£	£
<b>DIRECTOR FOR COMMUNITIES</b>		
Leisure Support residual costs	568,980	544,490
	<b>568,980</b>	<b>544,490</b>
<b>HEAD OF HOUSING</b>		
Adur Homes	1,185,670	1,259,290
Housing	615,090	559,270
Home Improvement Assistance	40,880	29,900
Housing Strategy	61,460	87,270
	<b>1,903,100</b>	<b>1,935,730</b>
<b>HEAD OF ENVIRONMENT</b>		
Parks	744,790	798,310
Foreshores	(1,470)	(18,310)
Environmental Health	60,600	55,200
Cemeteries	239,910	247,560
	<b>1,043,830</b>	<b>1,082,760</b>
<b>HEAD OF WELLBEING</b>		
Community Wellbeing	550,730	543,310
Community Safety	145,370	166,260
Environmental Health - Commercial	205,560	244,640
Environmental Health - Domestic	387,050	378,070
Licensing	64,840	95,290
Democratic Services	319,510	509,980
	<b>1,673,060</b>	<b>1,937,550</b>
<b>TOTAL FOR COMMUNITIES</b>	<b>5,188,970</b>	<b>5,500,530</b>

DETAILS OF CHANGES SINCE THE ORIGINAL BUDGET 2014/2015	ESTIMATE 2015/2016
<b>ORIGINAL ESTIMATE 2014/2015</b>	£ 5,188,970
<b>CHANGES TO BASE</b>	
Virements	13,880
Joint Transfers	(535,150)
<b>INFLATION</b>	54,990
<b>APPROVED VARIATIONS REPORTED TO JOINT COMMITTEE</b>	
<b>Committed Growth</b>	
Contribution to the gypsy and traveller site	15,000
Additional costs of CCTV	400
Leisure Client Officer Resource	(8,000)
<b>Compensatory Savings</b>	-
<b>Agreed Savings</b>	
Adur Homes increased net income from building maintenance	(100,000)
Temporary Accommodation - deletion of surplus budget for repairs	(5,000)
Increase of recharge to Adur Homes for the use of Choice Based Lettings	(1,600)
Additional income from activities within Parks and Recreation grounds	(13,000)
Beaches - review of underspent maintenance budgets	(5,000)
Renegotiation of Carats Café lease	(6,000)
Base budget review of grants budget	(7,280)
Annual reduction in leisure management fee	(10,460)
<b>Non Recurring items</b>	-
<b>Additional Income</b>	-
<b>Impact of Capital Programme</b>	-
<b>Changes in allocation of recharge from other services</b>	440,440
<b>Asset Hire/Impairment</b>	478,340
<b>Other minor transfers</b>	
<b>APPROVED ESTIMATE 2015/2016</b>	<b>5,500,530</b>

SERVICE / ACTIVITY	Staff FTE	Employees	Direct Recharges	Premises	Transport	Supplies & Services	Third Party	Income	Service Controlled Budget	Support	Capital Charges	TOTAL BUDGET
		£		£	£	£	£	£	£	£	£	£
<b>DIRECTOR FOR COMMUNITIES</b>												
Leisure Support residual costs		-	12,080	45,530	-	9,190	180,000	(8,940)	237,860	8,660	297,970	544,490
<b>HEAD OF HOUSING</b>												
Adur Homes	52.5	1,597,880	33,800	468,450	79,460	469,870	38,870	(2,001,810)	686,520	526,190	46,580	1,259,290
Housing		-	211,900	-	-	312,020	16,060	(120,070)	419,910	138,960	400	559,270
Home Improvement Assistance		-	29,210	-	-	-	-	-	29,210	690	-	29,900
Housing Strategy		-	84,580	-	-	-	-	(32,460)	52,120	35,150	-	87,270
<b>HEAD OF ENVIRONMENT</b>												
Parks		-	336,850	244,360	-	46,850	-	(141,570)	486,490	214,910	96,910	798,310
Foreshores		-	9,730	11,790	-	8,430	-	(84,120)	(54,170)	20,150	15,710	(18,310)
Environmental		-	8,560	39,820	-	-	-	(40,300)	8,080	44,800	2,320	55,200
Cemeteries		-	82,580	260,260	-	-	-	(161,610)	181,230	50,520	15,810	247,560
<b>HEAD OF WELLBEING</b>												
Community Wellbeing	1	18,430	266,520	-	-	222,540	-	-	507,490	35,820	-	543,310
Community Safety		-	109,760	1,270	-	25,240	-	-	136,270	29,990	-	166,260
Environmental Health - Commercial		-	178,500	-	-	10,040	-	(660)	187,880	56,380	380	244,640
Environmental Health - Domestic		-	74,890	-	-	20,000	4,560	(11,150)	88,300	287,510	2,260	378,070
Licensing		-	153,550	-	-	12,700	-	(104,960)	61,290	34,000	-	95,290
Democratic Services		168,540	69,370	-	-	24,760	-	(15,860)	246,810	263,170	-	509,980
<b>TOTAL STAFF</b>	<b>53.5</b>											
<b>TOTAL COST</b>		<b>1,784,850</b>	<b>1,661,880</b>	<b>1,071,480</b>	<b>79,460</b>	<b>1,161,640</b>	<b>239,490</b>	<b>(2,723,510)</b>	<b>3,275,290</b>	<b>1,746,900</b>	<b>478,340</b>	<b>5,500,530</b>
<b>Percentage Direct Cost</b>		30%	28%	18%	1%	19%	4%					



**WORTHING SUMMARY SERVICE BLOCK:  
Communities Directorate**

SERVICE	ESTIMATE 2014/2015	ESTIMATE 2015/2016
	£	£
<b>DIRECTOR FOR COMMUNITIES</b>		
Director for Communities office	196,820	194,030
Leisure Support residual costs	1,164,780	674,730
	<b>1,361,600</b>	<b>868,760</b>
<b>HEAD OF HOUSING</b>		
Housing	1,015,110	950,500
Environmental Health / Protection Team	-	-
Home Improvement Assistance	40,880	30,890
Housing Strategy	88,770	119,820
	<b>1,144,760</b>	<b>1,101,210</b>
<b>HEAD OF ENVIRONMENT</b>		
Parks	1,604,160	1,685,560
Foreshores	535,550	496,280
Allotments	29,570	59,200
Cemeteries	118,100	98,780
Crematorium	(1,205,640)	(1,228,840)
Environmental Health	143,470	156,790
	<b>1,225,210</b>	<b>1,267,770</b>
<b>HEAD OF WELLBEING</b>		
Community Wellbeing	680,060	739,790
Community Safety	166,130	182,760
Environmental Health - Commercial	356,390	320,610
Environmental Health - Domestic	301,810	271,490
Licensing	33,260	21,680
Democratic Services	710,970	586,580
	<b>2,248,620</b>	<b>2,122,910</b>
<b>TOTAL FOR COMMUNITIES</b>	<b>5,980,190</b>	<b>5,360,650</b>

DETAILS OF CHANGES SINCE THE ORIGINAL BUDGET 2014/2015	ESTIMATE 2015/2016
<b>ORIGINAL ESTIMATE 2014/2015</b>	£ 5,980,190
<b>CHANGES TO BASE</b>	
Virements	47,020
Joint transfers	(346,020)
<b>INFLATION</b>	13,060
<b>APPROVED VARIATIONS REPORTED TO JOINT COMMITTEE</b>	
<b>Committed Growth</b>	
Reduction in vehicle licensing income due to recession and merger of local firms	11,400
Environmental Health - reduction in various licences (premises, gambling etc.) due to	11,100
Overstatement of allotment income - impact of self management	18,800
Income lost from Brooklands golf course for 1 year whilst cable is laid for the	34,000
windfarm	
Contribution to Gypsy and Traveller site	15,000
<b>Agreed Savings</b>	
Additional income from the Southern pavillion	(9,700)
Housing condition survey - carried out once every three years	(3,000)
Housing Services - reduction in publication and printing costs	(9,000)
Parks - reduction in reactive maintenance budget	(20,000)
Net additional income from beach huts	(6,100)
Crematorium - rationalisation of service and efficiencies resulting from improved	(45,000)
control of bookings, but less the fall in income from memorials	
Community Wellbeing - base budget review - deletion of unused budgets	(14,280)
Two additional vending pitches in Montague Street for food vendors and to increase	(6,000)
trading vendor licence fees	
Environmental Health - reduction in analyst expenditure. If an 'incident' occurs	(5,500)
warranting investigation, the funding will have to be found	
Additional chauffeurring budget allowed for mayoress in 2014/15 not needed in	(5,000)
following year	
Leisure Trust	(366,940)
<b>Additional Income</b>	
<b>Impact of Capital Programme</b>	-
<b>Changes in allocation of recharge from other services</b>	(1,038,860)
<b>Asset Hire/Impairmnt</b>	1,105,480
<b>Other minor transfers</b>	
<b>APPROVED ESTIMATE 2015/2016</b>	<b>5,360,650</b>

SERVICE / ACTIVITY	Staff FTE	Employees	Direct Recharges	Premises	Transport	Supplies & Services	Third Party	Income	Service Controlled Budget	Support	Capital Charges	TOTAL BUDGET
		£		£	£	£	£	£	£	£	£	£
<b>DIRECTOR FOR COMMUNITIES</b>												
Director for Communities office		10	39,460	251,790	-	9,130	-	(116,240)	184,150	9,880	-	194,030
Leisure Client Costs		-	58,600	332,030	-	-	(324,100)	-	66,530	-	608,200	674,730
<b>HEAD OF HOUSING</b>												
Head of Housing		-	-	-	-	-	-	-	0	-	-	0
Housing		-	318,740	-	-	408,290	151,680	(272,730)	605,980	341,270	3,250	950,500
Environmental Health / Protection Team		-	-	-	-	-	-	-	0	-	-	0
Home Improvement Assistance		-	29,210	-	-	-	-	-	29,210	1,680	-	30,890
Housing Strategy		-	121,250	-	-	-	-	(39,560)	81,690	38,130	-	119,820
<b>HEAD OF ENVIRONMENT</b>												
Head of Environment												
Parks		-	627,400	690,980	-	146,760	-	(248,590)	1,216,550	260,940	208,070	1,685,560
Foreshores		-	212,990	445,310	6,250	31,510	-	(344,810)	351,250	80,780	64,250	496,280
Allotments		-	12,160	9,010	-	-	-	(390)	20,780	35,780	2,640	59,200
Cemeteries		-	82,350	184,590	-	16,400	-	(234,240)	49,100	41,960	7,720	98,780
Crematorium	10	318,110	28,110	437,850	4,400	145,370	-	(2,328,440)	(1,394,600)	94,410	71,350	(1,228,840)
Environmental Health		-	110,730	-	-	-	-	-	110,730	42,310	3,750	156,790
<b>HEAD OF WELLBEING</b>												
Head of Wellbeing		-	-	-	-	-	-	-	0	-	-	0
Community Wellbeing		-	316,140	37,390	-	208,650	-	-	562,180	48,300	129,310	739,790
Community Safety		-	105,000	3,540	-	31,820	-	-	140,360	35,720	6,680	182,760
Environmental Health - Commercial		-	275,630	-	-	6,300	-	(140)	281,790	38,820	-	320,610
Environmental Health - Domestic		-	1,520	-	-	52,180	-	(6,620)	47,080	224,150	260	271,490
Licensing		-	176,740	-	-	3,710	-	(210,480)	(30,030)	51,710	-	21,680
Democratic Services	0	254,770	253,520	-	4,290	34,980	-	-	547,560	39,020	-	586,580
	<b>10</b>											
		<b>572,890</b>	<b>2,769,550</b>	<b>2,392,490</b>	<b>14,940</b>	<b>1,095,100</b>	<b>(172,420)</b>	<b>(3,802,240)</b>	<b>2,870,310</b>	<b>1,384,860</b>	<b>1,105,480</b>	<b>5,360,650</b>
<b>Percentage Direct Cost</b>		9%	42%	36%	0%	16%	-3%					



**SERVICE BLOCK:**  
*Customer Services Directorate*

**HEADS OF SERVICE**

**DETAILED SERVICES INCLUDED**

**WASTE AND CLEANSING**

**Refuse and Recycling** - Household refuse and recycling collection, including the provision of bulky waste and green garden waste collection services.

**Street Cleansing** - The cleaning of streets, twittens and footpaths through a combination of mechanical and manual sweeping, and the emptying of litter bins.

**Vehicle Maintenance** - Procure, maintain and service most of the Councils' fleet of vehicles and plant. Carry out MOT testing and Private Hire and Hackney Carriage inspections for Worthing taxis. Provide administrative support to maintain the Councils' Operator's Licence.

**Waste Strategy & Compliance** - Street scene enforcement. Investigation and enforcement activity for fly-tipping, littering, abandoned vehicles, fly-posting, graffiti, street trading (Adur only), waste storage and management and other waste-related environmental crime.

**Clinical Waste** - The collection of clinical and hazardous waste.

**Commercial Waste** - Collection of waste from commercial properties including a recycling service.

**CUSTOMER CONTACT AND ENGAGEMENT**

**Corporate Contact Centre** - Face to face customer service sites at Portland House and Adur Civic presence; Corporate complaints and LGO liaison, Elections, Management information system and process service improvement.

**Electoral Services** - provide support to the Returning Officer during all elections and help to ensure the smooth running of elections and support the Electoral Registration Officer in maintaining the electoral register.

**REVENUES AND BENEFITS**

**Housing Benefit and Council Tax** - Support assessment and payments.

**Adur's Revenues and Benefits** - services are provided by CenSus.

**CenSus Relationship (Adur)** - The Head of Revenues & Benefits sits on Census Programme Management Board and acts as client officer for Adur Revenues and Benefits Services.

**BUILDING CONTROL AND LAND CHARGES**

**Building Control** - Building Regulation applications and notices, Dangerous Structures and enforcement of the Building Acts.

**SERVICE BLOCK:**  
***Customer Services Directorate***

**HEADS OF SERVICE**

**DETAILED SERVICES INCLUDED**

**BUILDING CONTROL AND LAND CHARGES**

**Land Charges** - The Local Land Charges Team maintain the register of local land charges and provide them to persons upon request.

**The Council is obliged by statute to provide the following services:**

- Household refuse and recycling
- Street cleansing including abandoned vehicles
- Clinical waste collection
- Commercial waste
- Council Tax and Business Rates billing collection and recovery
- Housing and Council Tax Benefits assessment and payment
- Electoral registration and managing of elections

**Customer Services and Waste Management became part of Adur and Worthing Joint Shared Services on various dates as detailed below:**

- Waste Management 2007; Cleansing 2009; Customer Services 2009.
- Management of Adur Revenues and Benefits Services was transferred to CenSus in April 2007

**Major changes in services planned for 2015/16 are:-**

- ◆ Corporate Contact Centre – The service is responsible for customer reception facilities in Portland House and the Adur Civic Presence. Further efforts will be made to reduce avoidable customer contact and non-value demand, and to encourage customer self-service via the World Wide Web.
- ◆ Worthing Revenues and Benefits – The service will ensure that further changes associated with the localisation of Council Tax Support and the introduction of Universal Credit, are implemented correctly and on time. Customers will be offered the opportunity to be billed electronically.

**Customer Services are not responsible for any material contracts.**

**CODE LIST SERVICE BLOCK:**  
***Customer Services Directorate***

<b>COST CENTRE</b>	<b>DESCRIPTION</b>
<b>JOINT</b>	
90031	Commerce Way Depot
90191	Elections - joint
90201	Land charges - joint
90400	Building Control Manager
90410	Building Control Officers
90415	Added Value Services - Building Control
90421	Building Control Admin
90425	Local Land Property Gaziteer
90520	Head of Customer Services
90521	Customer Services Joint
90523	Head of Revenues and Benefits
90721	Waste Management Holding Account joint
90722	Fuel Holding Account
90731	AWS Joint Refuse
90741	AWS joint recycling
90751	Clinical Refuse
90761	AWS Joint Trade Refuse
90771	Joint Street Sweeping
90780	Worthing Depot Salary only joint
90781	Household Bulky Waste
90791	Joint Vehicle Workshop -holding account
90801	Contract Compliance Holding Account joint
90841	Director for Customer Services
92110	Graffiti Contract
93200	Street Scene Projects
<b>ADUR</b>	
11510	Abandoned Vehicles
10751	Clinical Waste Collection
10801	Compliance Salaries
12121	Fixed Penalty Notices
12110	Visual Quality Initiative
10741	Home Recycling
10731	Refuse Collection
10771	Street Sweeping-General
10761	Trade refuse collection
12500	Waste Management Support Staff
10020	Parliamentary Elections & Referenda
10025	Police & Crime Commissioner Elections
10045	Business Improvement District
12180	Local Elections
12190	Lancing Parish Council

**CODE LIST SERVICE BLOCK:**  
***Customer Services Directorate***

<b>COST CENTRE</b>	<b>DESCRIPTION</b>
<b>ADUR</b>	
12200	Sompting Parish Council
12210	County Council
12220	Register of Electors
12230	European Parliamentary elections
11540	Building Control-Defined Act.
11550	Non-Defined Activities
11555	Building Control - Added Value Services
11560	Dangerous Structures
12470	Land Charges
11370	Local Housing Allowance
12050	Council Tax Benefits
13030	Rent Rebates & Allow - Admin
13040	Rent Allow - Housing Benefit
13050	Rent Rebates (Non-HRA)
13070	Rent Rebates
13090	Benefit Overpayments General
11970	Collection of revenues
12160	Home Safety Loan Scheme
<b>WORTHING</b>	
51510	Abandoned Vehicles
50751	Clinical refuse Collection
50789	Fixed Penalty Notices
50801	Contract Compliance Holding Account join
52110	Environmental Projects Graffiti
50741	Recycling Partnership Client A/c
50731	Household Waste Partnership Client A/c
50771	Street Cleaning Partnership Client a/c
50761	Trade Waste Partnership Client a/c
50791	Vehicle Maintenance PAWS
50521	Customer Services
50010	Conducting Local Elections
50020	Parliamentary Elections & Referenda
50025	Police & Crime Commissioner Elections
50030	Conducting County Elections
50040	Conducting European Elections
50045	Business Improvement District
52220	Registration Of Electors
51540	Building Regs -Chargeable
51550	Building Regs - Non Chargeable
51792	Building Control

**CODE LIST SERVICE BLOCK:**  
***Customer Services Directorate***

COST CENTRE	DESCRIPTION
<b>WORTHING</b>	
51795	Building Control - Added Value Services
51800	Building Control-Other
52470	Local Land Charges
50950	Council Tax Benefits Administration
51360	Rent Allowances Administration
52050	Council Tax Benefits
53040	Rent Allowances
50642	Rate Relief
50930	Council Tax Collection
50960	National Domestic Rating



**JOINT SUMMARY SERVICE BLOCK:**  
**Customer Services Directorate**

SERVICE	ESTIMATE 2014/2015	ESTIMATE 2015/2016
	£	£
<b>DIRECTOR OF CUSTOMER SERVICES</b>		
Director for Customer Services office	-	170,780
<b>Head of Waste &amp; Cleansing</b>		
Waste Management	321,940	345,800
Commerce Way Depot	112,430	106,790
Clinical Waste Collection	(2,670)	(6,180)
Recycling	(672,310)	(723,580)
Refuse Collection	1,661,060	1,669,410
Street Sweeping & Cleansing	1,538,540	1,478,490
Trade Refuse Collection	428,980	425,490
Vehicle Workshop	580,960	610,030
Graffiti: Visual Quality Initiative	41,800	23,310
Waste Strategy	243,710	284,680
	<b>4,254,440</b>	<b>4,214,240</b>
<b>Less:</b> Vehicle Works Trading Account - recharged to services per job	(581,630)	(600,920)
<b>Head of Customer Services</b>		
Customer Services	1,090,770	1,085,770
Elections	184,450	200,830
	<b>1,275,220</b>	<b>1,286,600</b>
<b>Head of Revenues &amp; Benefits</b>		
Head of Revenues & Benefits	-	66,560
	-	<b>66,560</b>
<b>Head of Building Control &amp; Land Charges</b>		
Building Control	688,650	688,490
LLPG	-	45,920
Land Charges	129,730	133,510
	<b>818,380</b>	<b>867,920</b>
<b>TOTAL for CUSTOMER SERVICES</b>	<b>5,766,410</b>	<b>6,005,180</b>
<b>ALLOCATION OF COSTS</b>		
Recharged to other joint services	54,630	302,020
Adur District Council	2,263,880	2,259,730
Worthing Borough Council	3,447,900	3,443,430
	<b>5,766,410</b>	<b>6,005,180</b>

DETAILS OF CHANGES SINCE THE ORIGINAL BUDGET 2014/2015	ESTIMATE 2015/2016
	£
<b>ORIGINAL ESTIMATE 2014/2015</b>	5,766,410
<b>CHANGES TO BASE</b>	
Budget transfer from Worthing - Revenues & Benefits	55,270
Virements in	212,780
<b>INFLATION</b>	161,930
<b>APPROVED VARIATIONS REPORTED TO JOINT COMMITTEE</b>	
<b>Compensatory Savings</b>	
Net impact of the 'Getting in Shape' restructure	92,210
<b>Agreed Savings</b>	
Building Control - Income from fire risk assessments	(4,000)
Customer Services - Restructuring of team and deletion of vacant posts	(41,000)
Graffiti - Rationalisation of service	(20,500)
Recycling - Improved take up of garden waste service	(22,000)
Recycling - Increase price of Garden Waste bin from £60.00 to £62.01	(18,600)
Recycling - Increase the price of garden sacks from £0.70 to £0.75	(9,000)
Street Cleansing- Rationalisation of service	(93,600)
Street Cleansing - Increase income from external work	(10,000)
Waste Collection - Base budget review of clothing budgets	(8,000)
Waste Collection - Fall in fuel costs	(40,000)
<b>BUDGET TRANSFERS</b>	
<b>Changes in allocation of recharge from other services</b>	(16,720)
<b>Other minor transfers</b>	
<b>APPROVED ESTIMATE 2015/2016</b>	<b>6,005,180</b>

**JOINT SUBJECTIVE ANALYSIS**  
**Customer Services Directorate**

SERVICE / ACTIVITY	Staff FTE	Employees	Premises	Transport	Supplies & Services	Third Party	Income	Service Controlled Budget	Direct Recharges	Support	TOTAL BUDGET
		£	£	£	£	£	£	£		£	£
<b>DIRECTOR OF CUSTOMER SERVICES</b>											
Director for Customer Services office	1.5	156,430	-	640	6,300	-	(10)	163,360	1,600	5,820	170,780
<b>Head of Waste &amp; Cleansing</b>											
Waste Management	6	285,440	100	4,590	25,610	-	(18,260)	297,480	17,500	30,820	345,800
Commerce Way Depot	0	-	137,110	60	10,920	-	(56,600)	91,490	13,770	1,530	106,790
Clinical Waste Collection	1	25,070	-	7,480	11,370	-	(51,150)	(7,230)	-	1,050	(6,180)
Recycling	25	661,470	7,850	189,120	111,450	-	(1,780,910)	(811,020)	8,210	79,230	(723,580)
Refuse Collection	45	1,261,470	13,180	383,920	27,720	50	(88,170)	1,598,170	-	71,240	1,669,410
Street Sweeping & Cleansing	47.8	1,125,540	6,770	262,650	49,830	(10)	(48,120)	1,396,660	10,530	71,300	1,478,490
Trade Refuse Collection	9.2	262,040	-	103,840	26,620	-	(4,910)	387,590	2,000	35,900	425,490
Vehicle Workshop	8.1	288,680	1,000	9,140	321,490	-	(32,590)	587,720	630	21,680	610,030
Graffiti: Visual Quality Initiative	1	25,570	-	6,530	8,670	-	(19,540)	21,230	-	2,080	23,310
Waste Strategy	7.3	226,330	-	12,210	-	-	-	238,540	2,490	43,650	284,680
<b>Less:</b> Vehicle Works Trading Account - recharged to services per job		-	-	-	-	-	(600,920)	(600,920)	-	-	(600,920)
<b>Head of Customer Services</b>											
Customer Services	31.6	854,550	-	50	13,330	-	-	867,930	14,180	203,660	1,085,770
Elections	5	149,170	-	490	2,080	-	-	151,740	3,950	45,140	200,830
<b>Head of Revenues &amp; Benefits</b>											
Head of Revenues & Benefits	1	66,560	-	-	-	-	-	66,560	-	-	66,560
<b>Head of Building Control &amp; Land Charges</b>											
<b>Charges</b>											
Building Control	9.3	548,890	2,790	11,130	45,430	-	(4,000)	604,240	12,300	71,950	688,490
LLPG	1	70,160	-	500	15,560	-	(40,300)	45,920	-	-	45,920
Land Charges	3.4	100,490	-	-	3,620	-	-	104,110	6,180	23,220	133,510
<b>TOTAL COST</b>		<b>6,107,860</b>	<b>168,800</b>	<b>992,350</b>	<b>680,000</b>	<b>40</b>	<b>(2,745,480)</b>	<b>5,203,570</b>	<b>93,340</b>	<b>708,270</b>	<b>6,005,180</b>
<b>Percentage Direct Cost</b>		<b>77%</b>	<b>2%</b>	<b>12%</b>	<b>9%</b>	<b>0%</b>					



**ADUR SUMMARY SERVICE BLOCK:**  
**Customer Services Directorate**

SERVICE	ESTIMATE 2014/2015	ESTIMATE 2015/2016
	£	£
<b>DIRECTOR OF CUSTOMER SERVICES</b>		
<b>Head of Waste &amp; Cleansing</b>		
Waste Management	17,250	24,310
Clinical Waste Collection	12,650	18,160
Recycling	(58,590)	(50,300)
Refuse Collection	812,290	850,130
Street Sweeping & Cleansing	577,260	572,420
Trade Refuse Collection	(78,660)	(113,790)
Graffiti: Visual Quality Initiative	60,290	15,480
Waste Strategy	1,600	1,200
	<b>1,344,090</b>	<b>1,317,610</b>
<b>Head of Customer Services</b>		
Elections	191,500	140,280
	<b>191,500</b>	<b>140,280</b>
<b>Head of Revenues &amp; Benefits</b>		
Benefits	156,370	156,310
Revenues	454,580	393,560
	<b>610,950</b>	<b>549,870</b>
<b>Head of Building Control &amp; Land Charges</b>		
Building Control	138,550	124,560
Land Charges	4,830	(4,610)
	<b>143,380</b>	<b>119,950</b>
<b>TOTAL for CUSTOMER SERVICES</b>	<b>2,289,920</b>	<b>2,127,710</b>

DETAILS OF CHANGES SINCE THE ORIGINAL BUDGET 2014/2015	ESTIMATE 2015/2016
	£
<b>ORIGINAL ESTIMATE 2014/2015</b>	2,289,920
<b>CHANGES TO BASE</b>	
Virements	-
Joint Transfers	-
<b>INFLATION</b>	(3,050)
<b>APPROVED VARIATIONS REPORTED TO JOINT COMMITTEE</b>	
<b>Committed Growth</b>	
Loss of Housing Benefit Grant	23,960
<b>Compensatory Savings</b>	-
<b>Agreed Savings</b>	
Increased income from commercial waste	(8,000)
Elections - impact of new software licensing costs	(5,880)
Building Control improved income	(12,000)
Land charges income budget increased to enable full cost recovery	(4,830)
Revenues and benefits - fall out of relocation costs	(12,500)
Deletion of discretionary rate relief	(39,060)
<b>Non Recurring items</b>	(39,930)
<b>Additional Income</b>	-
<b>Impact of Capital Programme</b>	-
<b>Changes in allocation of recharge from other services</b>	(327,610)
<b>Asset Hire/Impairment</b>	266,690
<b>Other minor transfers</b>	
<b>APPROVED ESTIMATE 2015/2016</b>	<b>2,127,710</b>

SERVICE / ACTIVITY	Staff FTE	Employees	Direct Recharges	Premises	Transport	Supplies & Services	Third Party	Income	Service Controlled Budget	Support	Transfer to/from Reserves	Capital Charges	TOTAL BUDGET
		£		£	£	£	£	£	£	£		£	£
<b>DIRECTOR OF CUSTOMER SERVICES</b>													
<b>Head of Waste &amp;</b>													
Waste Management		-	15,120	-	1,080	-	4,690	-	20,890	3,420	-	-	24,310
Clinical Waste Collection		-	(2,470)	-	-	-	-	-	(2,470)	20,630	-	-	18,160
Recycling		-	(259,480)	-	-	-	-	-	(259,480)	126,980	-	82,200	(50,300)
Refuse Collection		-	613,010	-	-	-	-	-	613,010	118,030	-	119,090	850,130
Street Sweeping & Cleansing		-	584,480	-	-	-	-	(122,900)	461,580	74,640	-	36,200	572,420
Trade Refuse Collection		-	143,290	-	-	190,530	-	(504,730)	(170,910)	33,800	-	23,320	(113,790)
Graffiti: Visual Quality Initiative		-	10,310	-	-	-	-	-	10,310	3,420	-	1,750	15,480
Waste Strategy		-	-	-	-	-	-	-	0	-	-	1,200	1,200
<b>Head of Customer Services</b>													
Elections		650	84,520	-	-	41,080	-	(3,180)	123,070	14,280	-	2,930	140,280
<b>Head of Revenues &amp; Benefits</b>													
Benefits		-	3,330	-	11,050	12,740	21,384,380	(21,446,020)	(34,520)	190,830	-	-	156,310
Revenues		-	3,330	-	11,050	-	496,990	(246,840)	264,530	129,030	-	-	393,560
<b>Head of Building Control &amp; Land Charges</b>													
Building Control		-	255,150	-	-	-	-	(167,990)	87,160	37,400	-	-	124,560
Land Charges		-	53,930	-	-	19,130	-	(90,240)	(17,180)	12,570	-	-	(4,610)
<b>TOTAL STAFF</b>	<b>0</b>												
<b>TOTAL COST</b>		<b>650</b>	<b>1,504,520</b>	<b>0</b>	<b>23,180</b>	<b>263,480</b>	<b>21,886,060</b>	<b>(22,581,900)</b>	<b>1,095,990</b>	<b>765,030</b>	<b>0</b>	<b>266,690</b>	<b>2,127,710</b>
<b>Percentage Direct Cost</b>		0%	6%	0%	0%	1%	92%						



**WORTHING SUMMARY SERVICE BLOCK:**  
**Customer Services Directorate**

SERVICE	ESTIMATE 2014/2015	ESTIMATE 2015/2016
	£	£
<b>DIRECTOR OF CUSTOMER SERVICES</b>		
<b>Head of Waste &amp; Cleansing</b>		
Waste Management	27,390	34,040
Clinical Waste Collection	28,160	38,090
Recycling	(157,860)	(158,710)
Refuse Collection	1,370,370	1,421,990
Street Sweeping & Cleansing	802,110	758,710
Trade Refuse Collection	(242,710)	(266,090)
Vehicle Workshop	1,310	2,590
Graffiti: Visual Quality Initiative	27,690	19,750
Waste Strategy	10,380	9,320
	<b>1,866,840</b>	<b>1,859,690</b>
<b>Head of Customer Services</b>		
Customer Services	9,460	9,460
Elections	268,670	280,910
	<b>278,130</b>	<b>290,370</b>
<b>Head of Revenues &amp; Benefits</b>		
Head of Revenues & Benefits	-	-
Benefits	529,340	472,210
Revenues	245,840	257,580
	<b>775,180</b>	<b>729,790</b>
<b>Head of Building Control &amp; Land Charges</b>		
Building Control	146,270	129,930
Land Charges	(28,730)	-
	<b>117,540</b>	<b>129,930</b>
<b>TOTAL for CUSTOMER SERVICES</b>	<b>3,037,690</b>	<b>3,009,780</b>

DETAILS OF CHANGES SINCE THE ORIGINAL BUDGET 2014/2015	ESTIMATE 2015/2016
<b>ORIGINAL ESTIMATE 2014/2015</b>	£ 3,037,690
<b>CHANGES TO BASE</b>	
Virements	5,290
Joint transfers	(55,270)
<b>INFLATION</b>	1,320
<b>APPROVED VARIATIONS REPORTED TO JOINT COMMITTEE</b>	
<b>Non-Committed Growth</b>	
To provide Revenues and Benefits and Customer Services teams with specialist compliance and quality officers to meet the challenge of increasing workloads	35,000
<b>Committed Growth</b>	
Land charges net budget correction. Statutorily service can only break even.	22,580
Loss of Housing Benefit Grant	39,290
Additional staffing required to administer the new Council Tax Support Scheme	20,000
<b>Agreed Savings</b>	
Increased income from commercial waste	(28,000)
Elections - impact of new software licensing costs	(5,880)
Building Control - improved income	(37,000)
Deletion of discretionary rate relief budget	(60,500)
<b>Additional Income</b>	
Two additional vending pitches in Montague Street for food vendors and to increase trading vendor licence fees	
<b>Impact of Capital Programme</b>	-
<b>Changes in allocation of recharge from other services</b>	(426,540)
<b>Asset Hire/Impairmt</b>	461,800
<b>Other minor transfers</b>	
<b>APPROVED ESTIMATE 2015/2016</b>	<b>3,009,780</b>

SERVICE / ACTIVITY	Staff FTE	Employees	Direct Recharges	Premises	Transport	Supplies & Services	Third Party	Income	Service Controlled Budget	Support	Capital Charges	TOTAL BUDGET
<b>DIRECTOR OF CUSTOMER SERVICES</b> Director for Customer Services office		£		£	£	£	£	£	£	£	£	£
<b>Head of Waste &amp; Cleansing</b>												
Waste Management		-	-	-	-	2,160	-	(440)	1,720	32,320	-	34,040
Commerce Way Depot		-	-	-	-	-	-	-	0	-	-	0
Clinical Waste Collection		-	(3,700)	6,540	-	-	-	-	2,840	33,410	1,840	38,090
Recycling		-	(454,710)	-	-	-	1,400	-	(453,310)	173,420	121,180	(158,710)
Refuse Collection		-	1,068,700	-	-	-	-	-	1,068,700	164,120	189,170	1,421,990
Street Sweeping & Cleansing		-	897,920	-	-	-	-	(310,780)	587,140	91,960	79,610	758,710
Trade Refuse Collection		-	290,140	8,080	-	367,120	-	(1,021,550)	(356,210)	46,760	43,360	(266,090)
Vehicle Workshop		-	-	-	-	-	-	-	0	-	2,590	2,590
Graffiti: Visual Quality Initiative		-	14,050	-	-	-	-	-	14,050	5,700	-	19,750
Waste Strategy		-	-	-	-	-	-	(1,700)	(1,700)	-	11,020	9,320
<b>Head of Customer Services</b>												
Customer Services		-	-	-	-	-	-	-	0	-	9,460	9,460
Elections		-	124,680	1,260	-	138,500	-	(5,290)	259,150	18,190	3,570	280,910
<b>Head of Revenues &amp; Benefits</b>												
Head of Revenues & Benefits		-	-	-	-	-	-	-	0	-	-	0
Benefits	14.2	390,650	331,280	-	310	82,020	35,886,240	(36,633,440)	57,060	415,150	-	472,210
Revenues	10.5	342,460	29,950	-	3,180	85,600	-	(524,230)	(63,040)	320,620	-	257,580
<b>Head of Building Control &amp; Land Charges</b>												
Building Control		-	349,120	-	-	3,800	-	(299,020)	53,900	76,030	-	129,930
LLPG		-	-	-	-	-	-	-	0	-	-	0
Land Charges		-	92,340	-	-	44,240	-	(158,920)	(22,340)	22,340	-	0
	<b>24.7</b>											
		<b>733,110</b>	<b>2,739,770</b>	<b>15,880</b>	<b>3,490</b>	<b>723,440</b>	<b>35,887,640</b>	<b>(38,955,370)</b>	<b>1,147,960</b>	<b>1,400,020</b>	<b>461,800</b>	<b>3,009,780</b>
<b>Percentage Direct Cost</b>		2%	7%	0%	0%	2%	89%					



**SERVICE BLOCK:**  
*Digital and Resources Directorate*

**HEADS OF SERVICE**

**DETAILED SERVICES INCLUDED**

**LEGAL SERVICES**

The **Legal Services Section** provides legal advice to the Council, its internal client departments, Officers and Members; it supports the decision-making process and governance arrangements of the Council; it acts on behalf of the Council in legal proceedings in the criminal and civil courts. The Legal Services Team proactively enables the Council to achieve its corporate objectives, whilst protecting it by ensuring the Councils always act lawfully. Legal Services Officers provide general advice, draft legal documents, including contracts and conveyancing documents, issue legal proceedings and represent the Council in Courts and Tribunals.

The **Monitoring Officer**, within the Legal Services Section, provides corporate governance advice to Members and Senior Officers, ensures that high standards of ethics and behaviour are maintained, provides training in respect of the democratic process, deals with standards complaints and ensures that the Councils' Constitutions are maintained to provide an agile, enabling framework.

**HUMAN RESOURCES**

Provides advice and support to all sections of the Council with regard to the recruitment and retention of staff, including support to staff and managers in understanding and implementing the Councils' employment policies.

**BUSINESS AND TECHNICAL SERVICES**

**Engineering & Surveying** - Non-housing property repairs, maintenance, refurbishment, improvements, new build, seats in streets, public conveniences, energy management and sustainability. Coast protection, surface water management, flood prevention, coastal monitoring, land drainage, bus shelters, road nameplates, hard surfaces, highways liaison.

**Procurement & Contracts. Facilities** – facility management, building cleaning, superintendents/porters, telephony, desktop printing and reprographics and corporate health and safety.

**Corporate Geographic Information Service (GIS)** - Emergency planning and business continuity.

**DESIGN AND DIGITAL**

The Design & Digital Service is being created to deliver the following support services: data insight, analysis & performance management; service design & change, programme and project management; technology strategy; IT systems support & development; IT contract management. The Design & Digital Service will be implemented only following the appointment of the Head of Design & Digital and the recommendations of the current Methods consulting work are available. Business Support, Technology & Business Solutions teams and the Policy Officer, currently with the PIU, will move into the Directorate, temporarily reporting to the Director until the appointment of the Head of Design & Digital.

**SERVICE BLOCK:**  
***Digital and Resources Directorate***

**HEADS OF SERVICE**

**DETAILED SERVICES INCLUDED**

**FINANCE**

**Accountancy** - Professional accounting service whose key tasks include:

- Strategic Finance, medium and long-term planning
- Financial advice for managers;
- Production of the annual statement of accounts;
- Production of the annual budget;
- Investment and borrowing of funds;

**Exchequer & Fraud** - Payments and income service, including debt management. Payment of salaries to staff and allowances to members. Front line cash receipting service operating out of the Town Hall. Investigation into all types of fraud and theft including Housing Benefit Fraud and Single Person Discount.

**Internal Audit Service** which ensures that the Councils processes are fit for purpose and safeguard the Council's financial assets. Fraud for Worthing Borough Council.

**The Council has a statutory obligation to provide the following, in accordance with Section 5 of the Local Government Housing Act 1989:-**

- Monitoring Officer

**Major changes in the delivery of the service are being considered currently and are likely to be implemented in 2015/16.**

**The Council has a statutory obligation to provide the following Technical Services:-**

- Coast Protection
- Street/house naming and numbering
- Corporate Health and Safety

**The Council has a statutory obligation to provide the following:-**

- Annual Statement of Accounts
- Annual balanced budget
- Information required by the Government e.g financial returns
- Annual investment statement and statement on the repayment of debt.
- Housing Benefit appeals service

**SERVICE BLOCK:**  
***Digital and Resources Directorate***

Most of Financial Services became part of Adur and Worthing Joint Shared Services in April 2009 with the exception of the Corporate Fraud and Housing Benefit Adjudication teams.

There are no major changes planned for 2013/14.

Financial Services are responsible for the following material contracts:-

- ◆ Insurance contract;
- ◆ Internal Audit contract which was let in 2013 and will be renewed in 2018;
- ◆ Banking Services;

**CODE LIST SERVICE BLOCK:**  
***Digital and Resources Directorate***

<b>COST CENTRE</b>	<b>DESCRIPTION</b>
<b>JOINT</b>	
90000	Audit Client
90010	Town Hall
90021	Civic Centre
90040	Portland House
90050	Building Security
90061	Courier
90081	Human Resources - Staffing joint
90100	Human Resources Corporate Costs
90110	Insurances - Joint
90141	Business Transformation - joint
90142	ITSST - Systems Support
90150	Equalities & Diversity joint
90160	AW Partnership Project Manager
90171	Exec Head Corporate & Cultural Services
90211	Legal Services - Joint
90221	Exec Head Financial Services
90231	Secretarial Services
90241	Accountancy - Joint Service
90250	Finance Manager Exchequer & Investigation
90260	Exchequer Services
90271	Payroll - joint
90281	Cash Receipting
90291	Insurances & Administration
90511	Head of Digital & Design (wasProd&Innov)
90522	Business Support
90541	Head of Technical and Business Services
90550	Procurement Adur
90560	Technical Support Services
90571	Corporate & Public Safety joint
90580	Surveyor & Design Services
90581	Adur Surveying and Design
90585	Energy & Sustainability
90586	Utility Verification Savings
90590	Engineers
90600	Business Services
90601	GIS
90611	Reprographics
90612	MFD Printer/Photocopier Holding Account
90613	Joint Central Postage Account
90614	Joint Stationery
90615	Pool Car Scheme
90616	Kitchen Vending Machines
90617	Centralised Telephony costs
90618	Centralised Equipment costs
90621	Corporate Information
90690	ICT - Accomodation costs
90691	ICT Census Contract
90692	ICT - CENSUS Maintenance & Licences

**CODE LIST SERVICE BLOCK:**  
***Digital and Resources Directorate***

<b>COST CENTRE</b>	<b>DESCRIPTION</b>
<b>JOINT</b>	
90695	Digital Strategy
90825	Director for Digital & Resources
91790	Corporate Items
92690	Emergency Planning/Local Emergencies
<b>ADUR</b>	
10360	Information & Comm. Technology
10380	EDRMS
10730	Census Partnership
10221	Executive Head of Financial Services
10231	Secreterial Services FS
11790	Corporate management - General
11850	Adur & Worthing Partnership
10241	Accountancy
11990	Treasury Management
13220	Interest Receivable - Investments
13230	BankBusinessPremiumA/C Revenue
13250	Interest Payable - PWLB Borrowing
13260	Interest Payable - Market Borrowing
13270	Interest Payable - Temporary Borrowing
14610	Debt Management costs
10271	Payroll
10110	Insurance
10350	Internal Audit
10820	Area Based Data Allocation
10822	LABGI
10836	Collection Fund Adjustment
19500	Non Translated Data
12690	Local Emergencies
11580	Community Buildings - General
11590	Sompting Com.Cent.(Loose Lane)
11600	Shoreham Com.Cent.(Pond Road)
11610	Southwick.Com.Centre
11620	Fishersgate Hall
11625	Fishergate Dome
11630	The Barn St.Julians Lane
11640	2 Tarmount Lane Shoreham
11660	Ropetackle Comm Fac
11720	Ditch Clearing
11730	Coast Protection
11740	Southwick Beach Pump
12450	Highways
13170	Street Lighting
13300	Bus Shelters
12860	Public Toilet - General
12100	Sustainable Development - Gene
10021	Civic Centre
10022	Adur Civic Presence

**CODE LIST SERVICE BLOCK:**  
***Digital and Resources Directorate***

<b>COST CENTRE</b>	<b>DESCRIPTION</b>
<b>ADUR</b>	
10031	Commerce Way Depot Rech. Civic C
10950	Central Telephony
10211	Legal Services
10290	Debtors -Court Expenses Income
<b>WORTHING</b>	
52260	ICT External Working
52280	ICT Hardware Costs
50221	Exec Head Financial Services
51790	Corporate Management
50241	Accountancy - Joint Service
51990	Treasury Management
52040	External Interest Payable
52072	Other External Interest Receivable
50250	Finance Manager Exchequer &Investigation
50252	Clinical Waste Collection
50210	Cashiers
50281	Cash Receipting
50110	Insurance
50350	Internal Audit
50940	Council Tax Benefit Hardship Fund
51370	Local Housing Allowance
52830	Benefits Policy & Investigation Unit
52850	R&B Client
52870	Benefits Mobile Working Project
50120	Transfer to/from Reserves
50121	Inter Company Virements
52338	Profit/Disposal Fixed Assets
52190	E-Business
52200	Procurement
52690	Emergency Planning & Business Continuity
50202	Defences Against Flooding
50372	Pedestrian Precincts
50452	Local Direction Signs
50460	Street Nameplates
50670	Sea Defence Contract
51720	Drainage Functions
51730	Coastal Protection
52450	Highways Liaison
53170	Footway Lighting Etc
53300	Bus Shelters
50470	Public Clock And War Memorial
50480	Seats
52060	Meadow Road Depot
52860	Public Conveniences
52100	Sustainable Development
52052	Gordon Room
50211	Legal Services - Joint
50292	Debtors-Court Expenditure & Income
52512	Human Resources Corporate Costs

**JOINT SUMMARY SERVICE BLOCK:**  
**Digital and Resources Directorate**

SERVICE	ESTIMATE 2014/2015	ESTIMATE 2015/2016
	£	£
<b>DIRECTOR FOR DIGITAL AND RESOURCES</b>		
Director for Digital and Resources office	-	133,110
	-	<b>133,110</b>
<b>Head of Finance</b>		
Head of Finance office	148,860	145,560
Management, Technical and Strategic Accounting	1,012,150	1,208,400
Exchequer and Fraud	852,210	813,080
Internal Audit	23,720	24,190
	<b>2,036,940</b>	<b>2,191,230</b>
<b>Head of Legal Services</b>		
Legal Services	1,127,530	1,060,390
	<b>1,127,530</b>	<b>1,060,390</b>
<b>Head of Digital and Design</b>		
Head of Digital and Design	102,640	96,220
ICT, Systems Support and Development Team	1,417,260	1,548,590
Business Support	164,270	285,640
Performance and Scrutiny	-	-
	<b>1,684,170</b>	<b>1,930,450</b>
<b>Head of Human Resources</b>		
Human Resources	459,990	493,320
	<b>459,990</b>	<b>493,320</b>
<b>Head of Business and Technical Services</b>		
Head of Business and Technical Services	121,420	81,110
Business Services	1,158,960	545,170
Engineers	528,560	546,570
Surveyors and Sustainability	470,690	914,810
Facilities - Admin Buildings	1,234,870	742,340
Centralised Costs	(620)	83,820
GIS	-	71,880
	<b>3,513,880</b>	<b>2,985,700</b>
<b>TOTAL for DIGITAL AND RESOURCES</b>	<b>8,822,510</b>	<b>8,794,200</b>
<b>ALLOCATION OF COSTS</b>		
Recharged to other joint services	2,855,500	2,587,920
Adur District Council	2,468,280	2,661,070
Worthing Borough Council	3,498,730	3,131,820
South Downs Leisure Trust	-	413,390
	<b>8,822,510</b>	<b>8,794,200</b>

DETAILS OF CHANGES SINCE THE ORIGINAL BUDGET 2014/2015	ESTIMATE 2015/2016
	£
<b>ORIGINAL ESTIMATE 2014/2015</b>	8,822,510
<b>CHANGES TO BASE</b>	
Joint transfers	129,340
<b>INFLATION</b>	152,370
<b>APPROVED VARIATIONS REPORTED TO JOINT COMMITTEE</b>	
<b>Committed Growth</b>	
Impact of job evaluation	75,600
Citrix Support	27,000
<b>Compensatory Savings</b>	
Net impact of the 'Getting in Shape' restructure	(14,300)
<b>Agreed Savings</b>	
Restructure of Financial Services	(29,700)
Base budget reviews	(48,200)
Rationalisation of administration staff	(17,500)
Deletion of unused agency staffing budget	(38,800)
Net additional income from staff car parking	(10,300)
Increased income from letting of space in Portland House	(4,300)
Business Support Unit - deletion of vacant post	(13,900)
<b>BUDGET TRANSFERS</b>	
<b>Changes in allocation of recharge from other services</b>	(235,620)
<b>Other minor transfers</b>	
<b>APPROVED ESTIMATE 2015/2016</b>	<b>8,794,200</b>

SERVICE / ACTIVITY	Staff FTE	Employees	Premises	Transport	Supplies & Services	Third Party	Income	Service Controlled Budget	Direct Recharges	Support	TOTAL BUDGET
		£	£	£	£	£	£	£	£	£	£
<b>DIRECTOR FOR DIGITAL &amp; RESOURCES</b>											
Director Office	1.5	122,170	-	640	6,300	-	(10)	129,100	970	3,040	133,110
<b>Head of Finance</b>											
Head of Finance office	1	121,960	-	530	5,970	-	(30)	128,430	5,480	11,650	145,560
Management, Technical & Strategic Accounting	20.34	1,003,340	-	620	50,480	-	(28,580)	1,025,860	15,270	167,270	1,208,400
Exchequer and Fraud	17.73	562,170	-	90	63,630	-	(19,020)	606,870	15,700	190,510	813,080
Internal Audit		-	-	-	24,190	-	-	24,190	-	-	24,190
<b>Head of Legal Services</b>											
Legal Services	17.7	880,300	-	3,650	53,510	-	(32,450)	905,010	11,510	143,870	1,060,390
<b>Head of Digital and Design</b>											
Head of Digital and Design	1	88,920	-	-	70	-	-	88,990	590	6,640	96,220
ICT, Systems Support and Development Team	3.42*	304,930	-	500	35,050	1,164,620	-	1,505,100	10,610	32,880	1,548,590
Business Support	16*	230,040	-	-	-	-	(2,120)	227,920	5,330	52,390	285,640
Performance and Scrutiny		-	-	-	-	-	-	0	-	-	0
<b>Head of Human Resources</b>											
Human Resources	10.4	389,240	-	2,360	16,520	-	-	408,120	8,200	77,000	493,320
<b>Head of Business &amp; Technical Services</b>											
Head of Business & Technical Services	1	79,870	-	-	-	-	-	79,870	-	1,240	81,110
Business Services	13.14	479,770	130	4,470	72,640	-	(110,820)	446,190	20,240	78,740	545,170
Engineers	12.5	501,170	-	7,680	16,540	-	(47,740)	477,650	3,510	65,410	546,570
Surveyors	9	816,480	-	5,140	21,430	-	-	843,050	28,960	42,800	914,810
Facilities - Admin Buildings		-	556,540	-	27,130	-	(52,790)	530,880	5,340	206,120	742,340
GIS	1	-	-	-	383,610	-	(302,770)	80,840	2,980	-	83,820
Centralised Costs		39,840	-	500	31,540	-	-	71,880	-	-	71,880
	<b>104.81</b>										
<b>TOTAL COST</b>		<b>5,620,200</b>	<b>556,670</b>	<b>26,180</b>	<b>808,610</b>	<b>1,164,620</b>	<b>(596,330)</b>	<b>7,579,950</b>	<b>134,690</b>	<b>1,079,560</b>	<b>8,794,200</b>
<b>Percentage Direct Cost</b>		<b>69%</b>	<b>7%</b>	<b>0%</b>	<b>10%</b>	<b>14%</b>					



**ADUR SUMMARY SERVICE BLOCK:**  
*Digital and Resources Directorate*

SERVICE	ESTIMATE 2014/2015	ESTIMATE 2015/2016
	£	£
<b>DIRECTOR FOR DIGITAL AND RESOURCES</b>		
<b>Head of Finance</b>		
Head of Finance office	613,670	705,790
Treasury Management	668,420	590,330
Exchequer and Fraud	239,370	235,530
Internal Audit	93,950	96,960
	<b>1,615,410</b>	<b>1,628,610</b>
<b>Head of Legal Services</b>		
Legal Services	340	(1,990)
	<b>340</b>	<b>(1,990)</b>
<b>Head of Digital and Design</b>		
ICT, Systems Support and Development Team	237,420	241,960
	<b>237,420</b>	<b>241,960</b>
<b>Head of Human Resources</b>		
Human Resources	-	-
	-	-
<b>Head of Business and Technical Services</b>		
Business Services	42,740	46,220
Engineers	224,930	279,100
Surveyors and Sustainability	219,120	256,210
Facilities - Admin Buildings	309,870	227,890
Administrative Buildings	137,130	416,290
	<b>933,790</b>	<b>1,225,710</b>
<b>TOTAL for DIGITAL AND RESOURCES</b>	<b>2,786,960</b>	<b>3,094,290</b>

DETAILS OF CHANGES SINCE THE ORIGINAL BUDGET 2014/2015	ESTIMATE 2015/2016
	£
<b>ORIGINAL ESTIMATE 2014/2015</b>	2,786,960
<b>CHANGES TO BASE</b>	
Virements	-
Joint Transfers	56,610
<b>INFLATION</b>	12,650
<b>APPROVED VARIATIONS REPORTED TO JOINT COMMITTEE</b>	
<b>Committed Growth</b>	
Impact of new tender on public convenience cleansing	5,300
Continued opening of the Civic Centre	133,050
<b>Compensatory Savings</b>	-
<b>Agreed Savings</b>	
Payroll base budget review	(4,000)
Review of Community Centres maintenance budgets	(20,000)
Highways - base budget review	(3,200)
Bus shelters - base budget reviews and review of maintenance budgets	(3,920)
Legal Services - base budget review	(4,000)
<b>Additional Income</b>	(5,000)
<b>Impact of Capital Programme</b>	(43,790)
<b>Changes in allocation of recharge from other services</b>	(419,560)
<b>Asset Hire/Impairment</b>	603,190
<b>Other minor transfers</b>	
<b>APPROVED ESTIMATE 2015/2016</b>	<b>3,094,290</b>

SERVICE / ACTIVITY	Staff FTE	Employees	Direct Recharges	Premises	Transport	Supplies & Services	Third Party	Income	Service Controlled Budget	Support	Transfer to/from Reserves	Capital Charges	TOTAL BUDGET
		£		£	£	£	£	£	£	£		£	£
<b>DIRECTOR FOR DIGITAL &amp; RESOURCES</b>													
<b>Head of Finance</b>													
Head of Finance office		2,580	442,670	120,390	-	176,020	14,000	(287,560)	468,100	316,560	(62,360)	(16,510)	705,790
Treasury Management		-	-	-	-	-	-	(336,860)	(336,860)	66,490	-	860,700	590,330
Exchequer and Fraud		132,890	-	79,660	18,750	4,230	-	-	235,530	-	-	-	235,530
Internal Audit		-	720	-	-	95,620	-	-	96,340	620	-	-	96,960
<b>Head of Legal Services</b>													
Legal Services		-	-	-	-	48,770	-	(52,190)	(3,420)	1,430	-	-	(1,990)
<b>Head of Digital &amp; Design</b>													
ICT, Systems Support & Development Team		-	-	-	-	16,240	-	-	16,240	-	-	225,720	241,960
<b>Head of Business and Technical Services</b>													
Business Services		-	43,290	-	-	-	-	-	43,290	2,930	-	-	46,220
Engineers		-	97,400	54,190	-	32,620	-	(7,690)	176,520	15,200	-	87,380	279,100
Surveyors & Sustainability		-	82,540	150,040	-	120	-	(320)	232,380	2,430	-	21,400	256,210
Facilities - Admin Buildings		-	30,270	57,480	-	4,010	-	-	91,760	5,970	-	130,160	227,890
Administrative Buildings		42,550	-	143,160	-	92,050	-	-	277,760	-	-	138,530	416,290
<b>TOTAL STAFF</b>	<b>0</b>												
<b>TOTAL COST</b>		<b>178,020</b>	<b>696,890</b>	<b>604,920</b>	<b>18,750</b>	<b>469,680</b>	<b>14,000</b>	<b>(684,620)</b>	<b>1,297,640</b>	<b>411,630</b>	<b>(62,360)</b>	<b>1,447,380</b>	<b>3,094,290</b>
<b>Percentage Direct Cost</b>		9%	35%	31%	1%	24%	1%						



**WORTHING SUMMARY SERVICE BLOCK:**  
*Digital and Resources Directorate*

SERVICE	ESTIMATE 2014/2015	ESTIMATE 2015/2016
	£	£
<b>DIRECTOR FOR DIGITAL AND RESOURCES</b>		
<b>Head of Finance</b>		
Head of Finance office	506,080	466,200
Management, Technical and Strategic Accounting	33,480	36,150
Treasury Management	464,150	314,620
Exchequer and Fraud	355,870	355,870
Internal Audit	142,720	147,430
Fraud, Verification & Adjudication	352,470	323,250
	<b>1,854,770</b>	<b>1,643,520</b>
<b>Head of Legal Services</b>		
Legal Services	(21,730)	(20,820)
	<b>(21,730)</b>	<b>(20,820)</b>
<b>Head of Digital and Design</b>		
ICT, Systems Support and Development Team	222,440	252,070
	<b>222,440</b>	<b>252,070</b>
<b>Head of Human Resources</b>		
Human Resources	21,020	20,880
	<b>21,020</b>	<b>20,880</b>
<b>Head of Business and Technical Services</b>		
Business Services	74,630	72,290
Engineers	372,020	280,990
Surveyors and Sustainability	380,910	421,100
Facilities - Admin Buildings	262,680	225,870
	<b>1,090,240</b>	<b>1,000,250</b>
<b>TOTAL for DIGITAL AND RESOURCES</b>	<b>3,166,740</b>	<b>2,895,900</b>

DETAILS OF CHANGES SINCE THE ORIGINAL BUDGET 2014/2015	ESTIMATE 2015/2016
	£
<b>ORIGINAL ESTIMATE 2014/2015</b>	3,166,740
<b>CHANGES TO BASE</b>	
Virements	(48,490)
Joint transfers	81,820
<b>INFLATION</b>	20,440
<b>APPROVED VARIATIONS REPORTED TO JOINT COMMITTEE</b>	
<b>Committed Growth</b>	
Provision for a new 'Hardship' scheme and financial inclusion work	20,000
Impact of new retender on public convenience cleansing	21,800
Income lost from Gordon Room	15,000
<b>Agreed Savings</b>	
Treasury management - RSL loan scheme	(37,500)
Head of Financial Services base budget review	(1,500)
Net saving resulting from DWP assuming responsibility for Housing Benefit Fraud investigations	(45,700)
Engineering - base budget review	(1,700)
Meadow Road - contract cleaning & third party payments base budget reviews	(4,760)
<b>Additional Income</b>	
Investment income	(15,460)
<b>Two additional vending pitches in Montague Street for food vendors and to increase</b>	(208,680)
<b>Changes in allocation of recharge from other services</b>	(629,020)
<b>Asset Hire/Impairmnt</b>	562,910
<b>Other minor transfers</b>	
<b>APPROVED ESTIMATE 2015/2016</b>	<b>2,895,900</b>

SERVICE / ACTIVITY	Staff FTE	Employees	Direct Recharges	Premises	Transport	Supplies & Services	Third Party	Income	Service Controlled Budget	Support	Capital Charges	TOTAL BUDGET
		£		£	£	£	£	£	£	£	£	£
<b>DIRECTOR FOR DIGITAL AND RESOURCES</b>												
<b>Head of Finance</b>												
Head of Finance office	0	(535,330)	347,970	8,010	-	144,490	-	(139,820)	(174,680)	640,880	-	466,200
Management, Technical and Strategic Accounting		-	-	-	-	-	-	-	0	-	36,150	36,150
Treasury Management		-	-	-	-	30	-	(135,170)	(135,140)	66,370	383,390	314,620
Exchequer and Fraud	0	79,450	-	212,530	53,600	(10)	-	-	345,570	-	10,300	355,870
Internal Audit	1	37,890	720	-	210	101,140	-	-	139,960	7,470	-	147,430
Fraud, Verification & Adjudication	9.2	229,990	-	-	7,600	234,280	-	(197,280)	274,590	48,660	-	323,250
<b>Head of Legal Services</b>												
Legal Services		-	-	-	-	45,210	-	(67,380)	(22,170)	1,350	-	(20,820)
<b>Head of Digital and Design</b>												
ICT, Systems Support and Development Team		-	-	-	-	16,240	-	-	16,240	-	235,830	252,070
<b>Head of Human Resources</b>												
Human Resources		-	-	-	-	-	-	-	0	-	20,880	20,880
<b>Head of Business &amp; Technical Services</b>												
Business Services		-	57,390	-	-	-	-	-	57,390	5,070	9,830	72,290
Engineers		-	85,940	175,560	-	6,370	-	(22,270)	245,600	16,740	18,650	280,990
Surveyors and Sustainability		110	104,310	385,680	-	3,580	80	(143,790)	349,970	19,080	52,050	421,100
Facilities - Admin Buildings		-	-	47,360	-	-	-	(710)	46,650	-	179,220	225,870
	<b>10.2</b>											
		<b>(187,890)</b>	<b>596,330</b>	<b>829,140</b>	<b>61,410</b>	<b>551,330</b>	<b>80</b>	<b>(706,420)</b>	<b>1,143,980</b>	<b>805,620</b>	<b>946,300</b>	<b>2,895,900</b>
<b>Percentage Direct Cost</b>		-10%	32%	45%	3%	30%	0%					



**SERVICE BLOCK:**  
*Economy Directorate*

**HEAD OF SERVICE:**

**DETAILED SERVICES INCLUDED**

**CULTURE:**

**Museums** - Worthing Museum holds the most extensive costume collection outside the V&A which is of national significance. It also has a local history collection with particular areas of strength in children's toys and archaeology.

The museum ensures the appropriate rotating display of the collection in addition to storing, cataloguing and maintaining the artefacts. It works in partnership with other museums and educational establishments.

The Art Gallery provides storage, cataloguing and display of the Council's collection of art work.

**Visitors and Events** - Developing the annual events programme to improve the local economy and give residents and visitors a rich diversity of events including culture, sport, festivals and family activities. The Tourism offer includes Visit Worthing website, What's On Guides and Visitor Information Points.

**Venues** - The Worthing Theatres includes the Pavilion Theatre and Denton, Connaught Theatre/Cinema, Connaught Studio Theatre / Cinema and the Assembly Hall providing a varied, high quality cultural offer across the four venues. All venues are hired for community events and commercial activities. The service also provides catering in the Denton Lounge and is developing the provision of catered functions including wedding receptions.

**Cultural Partnership** - Commit to Culture is the Cultural Partnership for Adur & Worthing which will encourage excellent and inclusive cultural activities, bringing together the energy, creativity and resources of individuals, organisations and business involved in delivering and supporting cultural activity.

**PLACE & INVESTMENT:**

Economic Development and Employment Growth, Regeneration, Skills and Apprenticeships, EU and external funding and investment, Local Enterprise Partnership, Business Partnerships, Regional Policy, Integrated Place and Investment Strategies, Inward Investment and Business Retention

**GROWTH:**

**Planning Policy** - Local Plans, Area Action Plans, Master Plans, Neighbourhood Plans, Policy Guidance, Development Briefs, Conservation Areas, Community Infrastructure Levy and Transport Policy. Also responsible for ensuring cross boundary strategic issues are addressed through the duty to co-operate as contained in the Localism Act.

**SERVICE BLOCK:**  
***Economy Directorate***

**HEAD OF SERVICE:**

**DETAILED SERVICES INCLUDED**

**GROWTH:**

**Estates and Parking Services** - Asset management, sales, purchases, leases, licences, easements, corporate property matters, etc. On and off street parking management including enforcement.

**Development Management** - Planning applications, enforcement, trees, advertisements, conservation and listed buildings

**The Council is obliged by statute to provide the following services:**

- Development Management for Planning applications in accordance with the Planning Acts and accompanying regulations
- Production of Local Plans to set out the spatial vision for both authorities to help create sustainable communities. Support for neighbourhood plans.

**Major changes in services planned for 2015/16 are:-**

- ◆ Worthing off-street car parks are now owned and run by Worthing Borough Council.
- ◆ The Government has introduced a number of changes to planning regulations and policy and continues to do so.
- ◆ Visitor information will be provided from service points and the Visitor Information Centre at The Dome will be closed.

**The Directorate for the Economy is responsible for the contract for NSL for on-street parking management in Worthing, on-street parking management in Adur and off-street car parking management in Adur, which expires on 31<sup>st</sup> March 2020.**

**CODE LIST SERVICE BLOCK:*****Economy Directorate***

<b>COST CENTRE</b>	<b>DESCRIPTION</b>
<b>JOINT</b>	
90391	Head of Growth
90481	Major Regeneration
90483	Head of Place & Investment
90490	Tourism
90491	Head of Culture
90500	Planning Policy
90631	Estates
90701	Parking Services
90821	Director for the Economy
92070	Development management
90482	Coastal West Sussex
<b>ADUR</b>	
12270	Economic Development
12740	Major Regeneration Projects
12640	Adur Festival - General
13200	Streetscene
12720	Planning Policy General
12800	Property Management-General
12810	Southwick Square - General
12820	Bank House-Shops & Offices
12840	Southwick Square - Garages
10701	Car Parks-General
11960	On Street Parking Enforcement
12070	Development management
12750	Shoreham Harbour JAAP
12755	Eco-Town (Shoreham Harbour)
<b>WORTHING</b>	
52720	Planning Policy General
51870	Major Projects
50631	Estates Management & Technical Services
52080	Industrial Sites Vatable Leases
52090	Industrial Sites Ground Leases Exempt
52102	Estates Ground Rents/Leases Exempt
52112	Estates Leases/Licences Exempt
52120	Estates Leases/Licences Residential
52130	Estates Accesses/Wayleaves Exempt
52140	Estates Leases/Licences Vatable
52150	Estates Support Services
52160	Miscellaneous Land/Properties
52320	Prop & Facilities Management Corp Costs

**CODE LIST SERVICE BLOCK:*****Economy Directorate***

<b>COST CENTRE</b>	<b>DESCRIPTION</b>
<b>WORTHING</b>	
<b>50500</b>	Off-Street Parking Enforcement
<b>50502</b>	High Street MSCP
<b>50503</b>	Buckingham Road MSCP
<b>50504</b>	Grafton MSCP
<b>50506</b>	Surface Car Parks
<b>50520</b>	Teville Gate MSCP
<b>52070</b>	Development management
<b>51840</b>	Economic Development
<b>51552</b>	Resort Advertising And Publicity
<b>51570</b>	Visitor Centres (TIC)
<b>51571</b>	Tourist Information Centre Shop
<b>51130</b>	Theatrecard Events
<b>51310</b>	Theatres Joint Marketing
<b>50990</b>	Concessionary Use Of Council Facilities
<b>51140</b>	Theatre Grants & Levies
<b>51175</b>	Innovative Arts & Education at Connaught
<b>51178</b>	Theatre Gift Aid and Sponsorship
<b>51311</b>	Theatres admin/management officers
<b>51171</b>	Connaught Theatre Indigo Pre show mealdeal
<b>51312</b>	Theatres cashiers and box office
<b>51060</b>	Assembly Hall
<b>51120</b>	Connaught Theatre
<b>51200</b>	Pavilion
<b>51290</b>	Connaught Studio (Ritz)
<b>51313</b>	Theatre Assistants
<b>51315</b>	Theatres Front of House Officers
<b>51314</b>	Theatres Technical Officers
<b>51080</b>	Assembly Hall - Catering
<b>51141</b>	Connaught Kiosk
<b>51145</b>	Connaught Freaser's Bar
<b>51210</b>	Denton Lounge - Cafe
<b>51316</b>	Theatres Catering
<b>50980</b>	Assembly Hall - Classical Music
<b>51070</b>	Assembly Hall Live Events
<b>51135</b>	Connaught Studio Live Events (Ritz)
<b>51150</b>	Connaught Theatre Live Events
<b>51160</b>	Connaught Theatre - Films
<b>51170</b>	Connaught Theatre - Panto
<b>51220</b>	Pavilion Live Events
<b>51240</b>	Pavilion Pantomime
<b>51280</b>	Connaught Studio Film (Ritz)
<b>51000</b>	Museum And Art Gallery
<b>51010</b>	Museum & Art Gallery- Reserve Fund
<b>51020</b>	Museum & Art Gallery-Shop
<b>51030</b>	Museum & Art Gallery-Activity/Education
<b>51040</b>	Museum & Art Gallery-Exhibitions
<b>51050</b>	Museum Misc Projects
<b>51055</b>	WW1 Shoreham Army Camp
<b>51871</b>	Seaconomics

**JOINT SUMMARY SERVICE BLOCK:**  
***Economy Directorate***

SERVICE	ESTIMATE 2014/2015	ESTIMATE 2015/2016
	£	£
<b>DIRECTOR FOR ECONOMY</b>		
Director of Economy Office	162,490	174,210
<b>Growth</b>		
Head of Growth	105,680	161,970
Regeneration	-	-
Planning Policy	389,910	374,170
Estates	367,950	421,650
Car Parking	278,340	296,750
Development Control	1,234,150	1,248,500
	<b>2,376,030</b>	<b>2,503,040</b>
<b>Place &amp; Investment</b>		
Head of Place & Investment	-	79,870
Economic Development	495,670	468,470
<b>Culture</b>		
Head of Culture	-	87,820
Tourism	122,840	22,800
	<b>122,840</b>	<b>110,620</b>
<b>TOTAL for ECONOMY</b>	<b>3,157,030</b>	<b>3,336,210</b>
<b>ALLOCATION OF COSTS</b>		
Recharged to other joint services	-	-
Adur District Council	1,201,630	1,199,990
Worthing Borough Council	1,955,400	2,136,220
	<b>3,157,030</b>	<b>3,336,210</b>

DETAILS OF CHANGES SINCE THE ORIGINAL BUDGET 2014/2015	ESTIMATE 2015/2016
	£
<b>ORIGINAL ESTIMATE 2014/2015</b>	3,157,030
<b>CHANGES TO BASE</b>	
Virements	26,760
Joint transfers	204,620
<b>INFLATION</b>	102,830
<b>APPROVED VARIATIONS REPORTED TO JOINT COMMITTEE</b>	
<b>Committed Growth</b>	
Estates - Impact of Job Evaluation	45,000
New major project managers to design/deliver our major infrastructure projects	55,000
<b>Agreed Savings</b>	
Development Control - Review of Street Naming & Numbering Team	(35,000)
Regeneration - Getting in Shape restructure	(76,800)
Planning Policy - more effective procurement of specialist advice & Getting in Shape restructure	(33,580)
Car Parking - Getting in Shape restructure	(59,790)
Place & Investment - Getting in Shape restructure	79,870
Culture - Getting in Shape restructure	(137,540)
<b>BUDGET TRANSFERS</b>	
<b>Changes in allocation of recharge from other services</b>	7,810
<b>Other minor transfers</b>	
<b>APPROVED ESTIMATE 2015/2016</b>	<b>3,336,210</b>

SERVICE / ACTIVITY	Staff FTE	Employees	Direct Recharges	Premises	Transport	Supplies & Services	Third Party	Income	Service Controlled Budget	Support	TOTAL BUDGET
		£		£	£	£	£	£	£	£	£
<b>DIRECTOR OF ECONOMY</b>											
Director of Economy Office	1.5	159,120	1,640	-	100	1,530	-	-	162,390	11,820	174,210
<b>Growth</b>											
Head of Growth	1	149,630	1,280	-	500	3,960	-	-	155,370	6,600	161,970
Planning Policy	10.4	312,770	3,100	-	4,460	2,860	-	470	323,660	50,510	374,170
Estates	6	365,220	1,860	-	3,440	14,070	-	-	384,590	37,060	421,650
Car Parking	6.5	187,360	5,380	-	-	-	-	-	192,740	104,010	296,750
Development Control	21.7	965,960	20,540	-	5,300	75,640	-	-	1,067,440	181,060	1,248,500
<b>Place &amp; Investment</b>											
Head of Place & Investment	1	79,870	-	-	-	-	-	-	79,870	-	79,870
Economic Development	8.6	385,630	5,330	-	6,000	12,100	-	-	409,060	59,410	468,470
<b>Culture</b>											
Head of Culture	1	87,820	-	-	-	-	-	-	87,820	-	87,820
Tourism and Events	0	3,060	3,120	-	140	2,900	-	-	9,220	13,580	22,800
	<b>57.7</b>										
<b>TOTAL COST</b>		<b>2,696,440</b>	<b>42,250</b>	<b>0</b>	<b>19,940</b>	<b>113,060</b>	<b>0</b>	<b>470</b>	<b>2,872,160</b>	<b>464,050</b>	<b>3,336,210</b>
<b>Percentage Direct Cost</b>		94%	1%	0%	1%	4%	0%				



**ADUR SUMMARY SERVICE BLOCK:**  
***Economy Directorate***

SERVICE	ESTIMATE 2014/2015	ESTIMATE 2015/2016
	£	£
<b>DIRECTOR FOR ECONOMY</b>		
<b>Growth</b>		
Planning Policy	254,220	297,200
Major Projects	-	27,500
Estates	(216,370)	(241,890)
Car Parking	(95,360)	(106,050)
Development Control	383,090	384,970
	<b>325,580</b>	<b>361,730</b>
<b>Place &amp; Investment</b>		
Economic Development	302,920	246,410
<b>TOTAL for ECONOMY</b>	<b>628,500</b>	<b>608,140</b>

DETAILS OF CHANGES SINCE THE ORIGINAL BUDGET 2014/2015	ESTIMATE 2015/2016
<b>ORIGINAL ESTIMATE 2014/2015</b>	£ 628,500
<b>CHANGES TO BASE</b>	
Virements	5,680
Joint Transfers	
<b>INFLATION</b>	(17,280)
<b>APPROVED VARIATIONS REPORTED TO JOINT COMMITTEE</b>	
<b>Committed Growth</b>	
Income from farmers market has fallen short of the budget for over 3 years	10,000
Estates - loss of commercial income	67,000
Impact of fall in PCNs and keeping tariffs low and closure of Riverside	21,500
<b>Compensatory Savings</b>	-
<b>Agreed Savings</b>	
Review of underspent maintenance budgets	(12,510)
<b>Additional Income</b>	-
<b>Impact of Capital Programme</b>	-
<b>Changes in allocation of recharge from other services</b>	(139,460)
<b>Asset Hire/Impairment</b>	44,710
<b>Other minor transfers</b>	-
<b>APPROVED ESTIMATE 2015/2016</b>	<b>608,140</b>

SERVICE / ACTIVITY	Staff FTE	Employees	Direct Recharges	Premises	Transport	Supplies & Services	Third Party	Income	Service Controlled Budget	Support	Transfer to/from Reserves	Capital Charges	TOTAL BUDGET
		£		£	£	£	£	£	£	£		£	£
<b>DIRECTOR FOR ECONOMY</b>													
<b>Growth</b>													
Planning Policy		2,790	101,020	-	-	16,850	-	-	120,660	176,540	-	-	297,200
Major Projects		-	27,500	-	-	-	-	-	27,500	-	-	-	27,500
Estates		4,290	35,930	80,680	-	14,430	-	(535,670)	(400,340)	158,450	-	-	(241,890)
Car Parking		-	70,220	102,410	-	184,120	-	(496,450)	(139,700)	27,590	-	6,060	(106,050)
Development Control		-	499,680	-	-	8,170	5,100	(213,760)	299,190	85,780	-	-	384,970
<b>Place &amp; Investment</b>													
Economic Development		-	118,480	50	1,020	85,070	-	(27,920)	176,700	31,060	-	38,650	246,410
<b>Culture</b>													
Head of Culture		-	-	-	-	-	-	-	0	-	-	-	0
Tourism		-	-	-	-	-	-	-	0	-	-	-	0
<b>TOTAL STAFF</b>	<b>0</b>												
<b>TOTAL COST</b>		<b>7,080</b>	<b>852,830</b>	<b>183,140</b>	<b>1,020</b>	<b>308,640</b>	<b>5,100</b>	<b>(1,273,800)</b>	<b>84,010</b>	<b>479,420</b>	<b>0</b>	<b>44,710</b>	<b>608,140</b>
<b>Percentage Direct Cost</b>		1%	63%	13%	0%	23%	0%						



**WORTHING SUMMARY SERVICE BLOCK:**  
***Economy Directorate***

SERVICE	ESTIMATE 2014/2015	ESTIMATE 2015/2016
	£	£
<b>DIRECTOR FOR ECONOMY</b>		
<b>Growth</b>		
Planning Policy	340,890	296,610
Major Projects	-	27,500
Car Parking	(945,450)	(812,070)
Estates	(265,170)	(139,240)
Development Control	514,910	542,490
	<b>(354,820)</b>	<b>(84,710)</b>
<b>Place &amp; Investment</b>		
Economic Development	349,840	343,190
<b>Culture</b>		
Theatres	1,225,550	1,317,990
Museums	456,370	543,180
Tourism	267,490	179,740
	<b>1,949,410</b>	<b>2,040,910</b>
<b>TOTAL for ECONOMY</b>	<b>1,944,430</b>	<b>2,299,390</b>

DETAILS OF CHANGES SINCE THE ORIGINAL BUDGET 2014/2015	ESTIMATE 2015/2016
	£
<b>ORIGINAL ESTIMATE 2014/2015</b>	1,944,430
<b>CHANGES TO BASE</b>	
Virements	36,060
Joint transfers	(112,350)
<b>INFLATION</b>	21,700
<b>APPROVED VARIATIONS REPORTED TO JOINT COMMITTEE</b>	
<b>Committed Growth</b>	
Loss of Commercial rent income	130,000
Museum - impact of job evaluation	82,000
<b>Agreed Savings</b>	
More cost effective procuring of specialist advice in Planning Policy	(15,000)
Closure of the Visitor Centre	(16,050)
Estates - review of base budgets	(7,990)
Museum - fall in utility costs	(5,000)
Museum - review of base budgets	(12,010)
<b>Additional Income</b>	-
<b>Impact of Capital Programme</b>	-
<b>Worthing share of three new major project managers to help design and deliver our major infrastructure projects</b>	27,500
<b>Changes in allocation of recharge from other services</b>	(373,140)
<b>Asset Hire/Impairmnt</b>	599,240
<b>Other minor transfers</b>	
<b>APPROVED ESTIMATE 2015/2016</b>	<b>2,299,390</b>

SERVICE / ACTIVITY	Staff FTE	Employees	Direct Recharges	Premises	Transport	Supplies & Services	Third Party	Income	Service Controlled Budget	Support	Capital Charges	TOTAL BUDGET
		£		£	£	£	£	£	£	£	£	£
<b>DIRECTOR FOR ECONOMY Growth</b>												
Regeneration		-	-	-	-	-	-	-	0	-	-	0
Planning Policy		-	29,220	-	-	71,350	-	-	100,570	196,040	-	296,610
Major Projects		-	27,500	-	-	-	-	-	27,500	-	-	27,500
Car Parking	11	285,060	200,030	631,690	10,200	161,760	-	(2,282,110)	(993,370)	50,280	131,020	(812,070)
Estates		-	212,010	104,420	-	14,290	-	(712,640)	(381,920)	219,290	23,390	(139,240)
Development Control		-	771,190	-	-	78,320	5,100	(461,410)	393,200	149,290	-	542,490
<b>Place &amp; Investment</b>												
Economic Development		-	223,310	1,420	-	55,490	-	-	280,220	46,810	16,160	343,190
<b>Culture</b>												
Head of Culture		-	-	-	-	-	-	-	0	-	-	0
Theatres	56	1,285,640	105,560	457,710	3,780	2,000,810	-	(3,165,620)	687,880	276,190	353,920	1,317,990
Museums	8.1	238,860	34,330	108,270	1,020	42,270	-	(50,830)	373,920	96,060	73,200	543,180
Tourism	0	-	64,270	28,330	-	88,930	-	(15,150)	166,380	11,810	1,550	179,740
	<b>75.1</b>											
		<b>1,809,560</b>	<b>1,667,420</b>	<b>1,331,840</b>	<b>15,000</b>	<b>2,513,220</b>	<b>5,100</b>	<b>(6,687,760)</b>	<b>654,380</b>	<b>1,045,770</b>	<b>599,240</b>	<b>2,299,390</b>
<b>Percentage Direct Cost</b>		25%	23%	18%	0%	34%	0%					



# **CAPITAL INVESTMENT PROGRAMME INTRODUCTION**

## **CAPITAL PROGRAMME 2015/16**

### **Three Year Capital Investment Programme**

The main purpose of the both Council's Capital Investment Programmes is to provide assets for the provision of services and to deliver both Council's Corporate Priorities. They are prepared by considering resources available and then prioritising capital schemes in line with Corporate Objectives and other criteria. A summary of the current Capital Investment Programme 2015/16 – 2017/18, including funding, is shown from page 469.

### **Definition of Capital**

Expenditure included in the Capital Investment Programmes is for the construction purchase, enhancement or replacement of a component of one the following:

- Property, plant and equipment: assets with physical substance (tangible assets) that are held for use in the production or supply of goods and services, for rental to others, or for administrative purposes, and expected to be used during more than one year.
- Infrastructure: inalienable assets, expenditure on which is only recoverable by continued use of the asset created, examples include footways, cycleways, coast protection works and street furniture.
- Investment Property: property held to earn rentals or for capital appreciation.
- Intangible Assets: assets which lack physical substance but which are identifiable and can be separated and sold, examples include computer software.

In addition the following criteria must also be met:

- It is probable that the future economic benefits or service potential associated with the expenditure will flow to the authority. The authority does not have to own the item, but it must be more than likely that it has gained the rights to generate cash from the asset or to use it in the provision of services.
- The cost of the item can be measured reliably; costs must be identifiable and not an integral of some wider expense.





**Joint Strategic Committee**  
**2nd December 2014**

**Agenda Item No: 7**  
**Ward: All**

**CAPITAL INVESTMENT PROGRAMME 2015/16 - 2017/18 ADUR DISTRICT COUNCIL, WORTHING BOROUGH COUNCIL AND JOINT COMMITTEE**  
**REPORT BY DIRECTOR FOR DIGITAL AND RESOURCES**

**1.0 SUMMARY**

- 1.1 The report recommends the schemes for inclusion in the overall Capital Investment Programme for the three years 2015/2016 - 2017/2018 for Adur District Council, Worthing Borough Council and the Joint Strategic Committee.
- 1.2 The report informs the Joint Strategic Committee of the resources available for future capital investment, and updates Members about the financing of the proposed three-year programmes.
- 1.3 The following appendices have been attached to the report:
  - (i) **Appendix 1** The approved joint prioritisation system;
  - (ii) **Appendix 2** The Adur District Council proposed programme of new General Fund schemes which is recommended for approval;
  - (iii) **Appendix 3** The Worthing Borough Council proposed programme of new General Fund schemes, which is recommended for approval;
  - (iv) **Appendix 4** The Joint Strategic Committee proposed programme of new Adur District Council and Worthing Borough Council partnership schemes, which is recommended for approval;
  - (v) **Appendix 5** The Adur District Council proposed Adur Homes Housing Renovation Programme;
  - (vi) **Appendix 6** Amendments and additions to the Adur District Council Reserve List.
  - (vii) **Appendix 7** Amendments and additions to the Worthing Borough Council Reserve List.
- 1.4 The Capital Strategy was amended this year to include resources for the development of the new Digital Strategy which is the subject of a report elsewhere on the agenda.

**1.0 SUMMARY**

1.5 Members were consulted on the capital bids to be included in the draft programmes. Their comments are included in this report. The final recommendations for the capital programmes will be made to Worthing Council on the 16<sup>th</sup> December, 2014 and Adur Council on the 18<sup>th</sup> December, 2014.

**2.0 BACKGROUND**

2.1 The Adur and Worthing Capital Strategy 2014-2017 was updated and agreed by JSC on 22<sup>nd</sup> July, 2014. The harmonised strategy and financing policy for the proposed Capital Investment Programme was set out in the “Outline Forecast 2015/20 and Budget Strategy 2015/16” report and agreed by JSC at the same meeting in July.

2.2 The Outline Forecast, set out the following:

- (a) A maximum level of funding available per year for the next 5 years to fund new General Fund schemes:

<b>Adur District Council</b>	£1m (plus £3.6m for the Housing Investment Programme)
<b>Worthing Borough Council:</b>	£1.5m

- (b) The Outline Forecast highlighted concerns about affordability in the medium term. Members of both Councils were made aware that the number, age and condition of both Councils’ assets continue to be a cause for concern. The funding of the programmes is to be comprised of prudential borrowing and capital receipts.
- (c) Additional capital expenditure will only be agreed where additional funding from capital grants, contributions, earmarked receipts, approved additional prudential borrowing or use of reserves has been secured.

2.3 The Capital Strategy agreed in July 2014 included the following changes to resource allocations:

- In 2013/14 and continuing into 2014/15 there has been significant slippage in building and engineering schemes. The building maintenance allocation to be deleted and the resources to be set aside to fund the ‘digital strategy.’

## 2.0 BACKGROUND

- There are a significant number of vehicles purchased for the delivery of the joint services which are due for renewal in 2016/17. However, there are relatively few planned for replacement in 2015/16. The total amount to be set aside for partnership working to be reduced from £700,000 to £500,000. This has since reduced to £316,000.

2.4 As the July 2014 Capital Strategy explained, the top slicing of the capital programmes in each year to ensure funding for key strategic issues such as ICT and the other partnership programmes will mean that, of the overall resources available in 2015/2016, only the following resources will remain for other schemes:

- **Adur District Council** – agreed in July £585,000 but now increased to £647,000
- **Worthing Borough Council** - agreed in July £945,000 but now increased to £1,063,000

## 2.5 Participatory Capital Budgets for residents and community groups

Adur District Council and Worthing Borough Council both have successful participatory budgets. These will continue but they will concentrate on smaller community projects (below £10,000 and therefore outside of the capital programme) and will be funded from the respective Councils Capacity Issues Reserves.

## 3.0 UPDATE ON KEY SCHEMES WITHIN THE EXISTING CAPITAL INVESTMENT PROGRAMME

3.1 The following paragraphs are an update on the current progress and status of key issues and investment areas:

(a) Overall size of the programme

The resources made available in 2015/2016 for new schemes has been outlined in paragraphs 2.2 to 2.4.

(b) Shoreham Community Centre New Ways of Working extension works

The works are progressing on site and are anticipated to complete in July 2015.

### **3.0 UPDATE ON KEY SCHEMES WITHIN THE EXISTING CAPITAL INVESTMENT PROGRAMME**

(c) *Adur and Worthing Affordable Housing*

**The need for a budget provision:**

The Councils have a duty to assess and deal with housing need. They have a Core Strategy requiring affordable provisions on housing developments. Worthing currently has capital receipts set aside as a result of Right to Buy clawback from Worthing Homes and from time to time there are ring fenced s.106 receipts for both Councils from developers in lieu of providing affordable housing on site. This is a useful source of funding to top-up schemes part funded from elsewhere, in order to ensure that schemes actually happen and get people off the Housing Register. The use of the Council's own assets to enable affordable housing development is becoming increasingly important as the more traditional funding sources, such as the Homes and Communities Agency (HCA) decrease. The Housing Strategy targets 120 new affordable homes per annum.

The Councils continue to work closely with our Registered Provider (RP) partners to find and part fund sites where there is a compelling case. It is important to sustain an ongoing budget to enable the Council to input where appropriate when a site becomes available.

In theory the more affordable homes that are available, the less pressure there would be on the authority to source and pay for temporary accommodation. The direct effect on these budgets of a housing development is relatively small although in practice the Councils have nomination rights to the properties and at subsequent relets.

No schemes have come forward for Adur in 2014/15 and the budget will be re-profiled to 2015/16. Worthing have some schemes in the pipeline with an estimated contribution of £396,000. Only £78,000 is expected to be allocated in this financial year.

**The Homes and Communities Agency (HCA) contributions to housing developments:**

The upcoming £2.8 billion Affordable Homes Programme (AHP) 2015-18 will function in a similar way to the current 2011-15 programme which saw a significantly reduced budget from previous programmes. Registered Providers who register with the programme will be expected to relet an increasing number of current properties at the "affordable rent" level, which is up to 80% of open market rents. This is aimed at ensuring that Registered Social Landlords (RSLs) can use the increased rental stream to borrow more and thus save capital grant funding. Grant levels under the upcoming AHP programme are expected to be circa £20-25,000 per rented unit, which is similar to the previous programme though the HCA is clear that it will not fund housing which is let at less than 80% of open market rent.

**3.0 UPDATE ON KEY SCHEMES WITHIN THE EXISTING CAPITAL INVESTMENT PROGRAMME**

(d) Adur Homes Programme

There will be slippage in the 2014/15 capital programme, the extent of which cannot be fully determined at this point in the financial year as there are a number of influencing factors which cannot be predicted until contracts are in place and performance assessed.

(e) Disabled Facilities Grants

The Councils have previously received a government grant towards the cost of Disabled Facilities Grant. This covered about 60% - 70% of the cost of the improvements.

From 2015/16 this will be funded from the Better Care Fund which will be managed in by West Sussex County Council (WSSCC) in its Public Health capacity with the Care Commissioning Groups.

The 2015/16 grants received from WSSCC are as follows:-

- Adur £293,000
- Worthing £550,000

3.2 The 2014/15 Capital programme continues to be monitored and reported to the Capital Working Group on a quarterly basis.

**4.0 RESOURCES**

4.1 There are two influences on the overall size of the capital programmes, namely:

- (i) the level of available resources to fund the programmes;
- (ii) the revenue consequences of the programmes in terms of the cost of borrowing and any associated running costs.

4.2 The financial position for both Councils is very challenging over the next five years. The need to invest in existing assets, as well as provide for partnership working, means that both Councils will need to sustain the size of programmes outlined in 2.2 to 2.4 for the foreseeable future. However, there is little change in the method of financing the programmes planned over the next 3 years. In addition, both Councils have approved an *invest-to-save* initiative and specific schemes which meet the criteria will be funded through prudential borrowing.

**4.0 RESOURCES**

4.3 Both proposed programmes assume a phased use of the available prudential borrowing, capital receipts, reserves and depreciation set aside for Adur Homes major repairs. Investment will be financed using a mix of the following types of resources:

**4.3.1 Usable Capital Receipts derived from the sale of assets**

Usable capital receipts are generated through the sale of Council owned assets. Both Councils are actively looking for opportunities to increase the available receipts. In the past for Adur District Council this has mainly come from council housing sales however the intended sale of Adur Civic Centre will lead to a substantial capital receipt, the use of which will be determined by members.

Worthing Borough Council is currently using any new receipts generated to pay down the debt associated with 'Splashpoint' swimming pool including the receipt expected from the sale of the Aquarena site.

Adur has signed up to the DCLG agreement allowing 100% of Right to Buy (RTB) receipts to be retained for new build homes. However, the receipt can only provide 30% of the cost of new build which means that the remaining 70% has to be financed from contribution from revenue (Adur Homes rental income) and borrowing. Other Housing Revenue Account property or land sales fall outside the 30% agreement and may be 100% retained by Adur provided it is spent on affordable housing, regeneration or the paying off of Housing Revenue Account debt.

A condition of being able to retain capital receipts arising from RTB sales was a 3 year time limit on providing the new affordable homes. Receipts will have to start to be returned from October 2015 if we cannot allocate the receipts to any new homes. Properties may be built by Adur Homes or another Registered Provider.

Worthing Borough Council also has the right to a proportion of the receipts generated from the sales of homes by Worthing Homes.

Whilst, the revenue implication of using any capital receipts is by no means as much as those incurred by borrowing, this is by no means a 'free' source of funding. The annual revenue costs of using £1m of capital receipts are as follows:-

	<b>Year 1 £</b>	<b>Year 2 £</b>
Interest at say 1.47%	<b>7,350</b>	<b>14,700</b>

**4.0 RESOURCES**

**4.3.1 Usable Capital Receipts derived from the sale of assets**

In the past capital receipts have been a major source of funding for both Councils' capital programmes. Members will be aware that the Councils now have only limited access to capital receipts as:

- Neither Council owns large tracts of land that can be disposed of when capital receipts are needed. There are some disposals which are currently taking place and which could be made available in time, but these are unlikely to meet all the investment needs of either Council in the immediate future;
- There are very few other options for future disposals of operational assets, owned by either council, without service provision implications;
- Any benefits that might accrue from the sale of non-operational assets, such as the commercial properties, will be largely negated by the loss of significant rental and lease income. Consequently, the disposal of such assets can only be undertaken when there is a clear business case to justify such an action;

In light of the budget strategy and the limitations on generating additional capital receipts, the estimated balance of capital receipts to fund the draft Capital Investment Programme will be:

**Adur District Council**

<b>Adur District Council</b>		<b>Balance at 1st April £'000</b>	<b>* Receipts Generated £'000</b>	<b>Planned Use £'000</b>	<b>Balance at 31<sup>st</sup> March £'000</b>
<b>2015/16</b>	General	0	6	(6)	0
	Ring-fenced	2,758	450	(865)	2,343
	Total	2,758	456	(871)	2,343
<b>2016/17</b>	General	0	6	(6)	0
	Ring-fenced	2,343	450	(400)	2,393
	Total	2,343	456	(406)	2,393
<b>2017/18</b>	General	0	6	(6)	0
	Ring-fenced	2,393	450	(400)	2,443
	Total	2,393	456	(406)	2,443

#### 4.0 RESOURCES

##### 4.3.1 Usable Capital Receipts derived from the sale of assets

###### Worthing Borough Council

Worthing Borough Council		Balance at 1 <sup>st</sup> April £'000	Receipts Generated £'000	Planned Use £'000	Balance at 31 <sup>st</sup> March £'000
<b>2015/16</b>	General	0	0	0	0
	Ring-fenced	4,331	101	(250)	4,182
	Total	4,331	101	(250)	4,182
<b>2016/17</b>	General	0	0	0	0
	Ring-fenced	4,182	101	(500)	3,783
	Total	4,182	101	(500)	3,783
<b>2017/18</b>	General	0	0	0	0
	Ring-fenced	3,783	100	(500)	3,383
	Total	3,783	100	(500)	3,383

The lack of capital receipts as a source of funding is a problem for both Councils. It is inevitable that both Councils will need to borrow to sustain their respective capital programmes.

##### 4.3.2 Prudential Borrowing

For the General Fund, the Prudential Code generally gives an unlimited ability to borrow, provided it is 'affordable, sustainable and prudent'. In practical terms the amount of the borrowing is inhibited by the associated revenue consequences and is therefore severely restricted by the impact such borrowing would have on council tax.

The position for Adur's Housing Revenue Account is quite different. Since April 2012, any future borrowing for capital investment in the housing stock, will only be allowable subject to repaying existing debt and creating headroom between actual debt and the borrowing limit of £67 million. Headroom to borrow is currently at £5m.

## 4.0 RESOURCES

### 4.3.2 Prudential Borrowing

Consequently from 2012/13 onwards, the HRA has made a minimum revenue provision (MRP) for the repayment of debt. This will be based on repaying the debt over the life of any asset acquired or the life of improvement made. This can be funded from the depreciation which is set aside into the Major Repairs Reserve (see 4.6 below). There is also the option to make additional voluntary provisions for repayment of debt if this is affordable. The high level financial business plan will be updated and presented to Adur Cabinet in March 2015.

The annual revenue costs of each additional £1m of Prudential Code borrowing are estimated to be as follows:-

	Year 1 £	Year 2 £
Principal repayment – 7% average revenue provision*	0	70,000
Interest at say 3.80%	19,000	38,000
<b>Total costs</b>	<b>19,000</b>	<b>108,000</b>

\* Both Councils have a policy of repaying any debt over the life of the asset acquired. On average the assets funded will have a life of 15 years which is equivalent to a 7% revenue provision each year.

MRP= Minimum Revenue Provision – the amount of ‘capital’ that has to be repaid each year, notionally this is the amount set aside to repay debts which have accumulated to finance schemes.

### 4.3.3 Adur Housing Revenue Account Major Repairs Reserve contribution

2015/16 will be the third year of the new self financing regime. The Council will be allowed to set-aside amounts into a Major Repairs Reserve, equivalent to at least the annual depreciation charge for the housing stock made to the Housing Revenue Account. This can be used to fund the repayment of debt or to finance capital expenditure. For the first five years of the self-financing regime it is permissible to limit the depreciation set aside to the equivalent value of the major repairs allowance previously received under the subsidy regime. The major repairs allowance calculation for 2012/13 was set at £2.081 million.

New capital expenditure on housing will be financed from direct revenue contributions, capital receipts, the Major Repairs Reserve or from Prudential Borrowing (if overall borrowing is less than the ‘borrowing limit’ of £67 million). The latter source of funding requires amounts to be set aside for repayment of debt.

## 4.0 RESOURCES

### 4.3.4 Revenue Contributions and Reserves

Worthing Borough Council has a specific capital reserve set aside to fund the capital improvements at the Crematorium. The Crematorium makes an annual contribution to the reserve from the additional income generated by the agreed improvements.

The Adur Housing Revenue Account revenue contribution towards the Adur Homes capital programme for 2014/15 is set at £1.9m. The revenue contribution reflects a long term strategy to fund a significant proportion of the proposed capital programme from revenue. The Joint Strategic Committee will be considering the Housing Revenue Account budget in February 2015, the contribution is expected to be at a similar level but may increase if there is adequate capacity within the budget.

### 4.3.5 Capital Grants and other external funding

The following capital grants and other contributions are expected and have been taken into account within the overall resources for the 2015/16 capital programme:

#### Adur District Council External Funding

	£
Disabled Facilities Grant (DFG)	293,000

#### Worthing Borough Council External Funding

	£
Disabled Facilities Grant (DFG)	550,000

Disabled Facilities grants are mandatory and each Council has to approve all eligible grants. All approvals are for 12 months and works can be undertaken at any time in this period. In previous years Worthing has had significant overspends on this budget. However, in 2013/2014 and 2014/2015 demand has bottomed out and no overspend is anticipated.

## 5.0 DRAFT PROGRAMMES

### General Fund Programme

- 5.1 The three-year draft General Fund programmes are attached at Appendices 2 and 3. The indicative programmes have been prepared on the basis of the agreed guidelines and the estimated resources. Each scheme has been scored using the priority scoring system devised under the Capital Strategy, producing a balanced programme in accordance with the overall available funding.

**5.0 DRAFT PROGRAMMES**

**General Fund Programme**

5.2 Members are asked to consider the proposed programme. Members can remove schemes if they consider that they should not be supported at this time or add schemes which merit support provided that the overall programme remains affordable. Additional information is provided below on the proposed invest to save schemes and other issues which members should be aware of when considering the overall programme.

**5.3 Other matters**

**5.3.1 Decoy Farm**

Decoy Farm is being considered as a development site for re-sale. Preliminary development costs associated with bringing the site forward for employment use are being undertaken. This is being funded from the Capacity Issues Reserve. The planning application for employment uses is expected by July 2015.

**5.3.2 Replacement of vehicles – refuse and recycling**

The refuse, recycling and street cleansing vehicles will be coming to the end of their economically viable lives by the end of 2016/17, they were mostly purchased nine years ago and extending their lives any further would have a detrimental revenue and operational impact on the service. The borrowing cost associated with the current vehicles is contained within the revenue budget, with the borrowing being repaid over a nine year period. Overall, the current revenue budget is as follows:

	<b>Adur</b>	<b>Worthing</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Original amount borrowed:	1,229,600	2,148,430	3,378,030
<b>Revenue cost in 2014/15:</b>			
Revenue provision for the repayment of debt	136,620	238,710	375,330
Interest costs based on the average interest rate of each Council - reduces as debt is paid off	21,450	31,000	52,450
Overall budget for revenue costs	158,070	269,710	427,780

Consequently the revenue impact of any replacement vehicles will be the difference between the current financing budget and an assessment of the new financing costs for the vehicles which are expected to cost around £3.1m - £3.5m.

**5.0 DRAFT PROGRAMMES**

**5.3 Other matters**

**5.3.2 Replacement of vehicles – refuse and recycling**

Given the strategic nature of this investment and the relatively minor revenue impact that it is likely to have on the Councils, it is proposed that this is dealt with separately from the general capital programme.

Members should be aware that there are new regulations governing recycling which may impact on the final phasing of the replacement vehicles

**5.3.3 Worthing Leisure Centres transferring to a Trust**

Worthing Leisure Centres and Splashpoint will be transferring to a Trust on April 1<sup>st</sup> 2015. The Council will continue to be responsible for external maintenance of the buildings. A proportion of the savings identified from the transfer to a charitable body will need to be reinvested back into the building and grounds of the properties to ensure that the Council meets its obligations under the new arrangements. This ‘set-aside’ can be used to either directly support the proposed capital investment requirements or fund new borrowing depending on the scale of investment needed. The final saving generated by creating the Leisure Trust is yet to be established and so it is suggested that the funding and approval of this programme be deferred for consideration until the final details of the new Trust are discussed by Joint Strategic Committee.

A number of projects have been identified as part of the Capital Bid scheme and are included in Appendix 3 and summarised below

	2015/16	2016/17	2017/18
	£	£	£
<b>Field Place</b>			
Car parking extension	132,000		
Resurfacing of tennis courts		165,000	
Main House renewal of asphalt roof	24,200		
<b>Worthing Leisure Centre</b>			
Reglazing of nursery and café area	38,500		
Renewal of flat roofs		225,000	
Rewiring			264,000
<b>TOTAL</b>	<b>194,700</b>	<b>390,000</b>	<b>264,000</b>

**5.0 DRAFT PROGRAMMES**

**General Fund Programme**

**5.4 Invest to save schemes**

The Councils will consider ‘invest to save’ capital proposals which produce revenue savings that exceed the cost of borrowing by at least 10% over the life of the investment.

(i) Empty Properties

The tables below show the anticipated additional income from empty properties, if brought back into use, over the next 5 years for both Adur and Worthing. It is recommended that a proportion of the income generated is ring-fenced for empty properties work to bring more empty properties back into use over the 5 years.

This scheme may be affected by the comprehensive spending review in 4 years and also the additional homes bonus may continue beyond the 5 years, but in any event the effectiveness of the scheme needs to be reviewed annually.

**Adur District Council Additional New Homes Bonus Anticipated as a result of bringing an estimated 8 properties back into use each year**

Year	Estimated Bonus Year 1 £	Estimated Bonus Year 2 £	Estimated Bonus Year 3 £	Estimated Bonus Year 4 £	Estimated Bonus Year 5 £	Total Estimated Bonus £
1	10,195	10,195	10,195	10,195	10,195	<b>50,975</b>
2		10,195	10,195	10,195	10,195	<b>40,780</b>
3			10,195	10,195	10,195	<b>30,585</b>
4				10,195	10,195	<b>20,390</b>
5					10,195	<b>10,195</b>
	<b>10,195</b>	<b>20,390</b>	<b>30,585</b>	<b>40,780</b>	<b>50,975</b>	<b>152,925</b>

**5.0 DRAFT PROGRAMMES**

**General Fund Programme**

**5.4 Invest to save schemes**

(i) Empty Properties

**Worthing Borough Council Additional New Homes Bonus Anticipated as a result of bringing an estimated 20 properties back into use each year**

Year	Estimated Bonus Year 1 £	Estimated Bonus Year 2 £	Estimated Bonus Year 3 £	Estimated Bonus Year 4 £	Estimated Bonus Year 5 £	Total Estimated Bonus £
1	24,258	24,258	24,258	24,258	24,258	<b>121,290</b>
2		24,258	24,258	24,258	24,258	<b>97,032</b>
3			24,258	24,258	24,258	<b>72,774</b>
4				24,258	24,258	<b>48,516</b>
5					24,258	<b>24,258</b>
	<b>24,258</b>	<b>48,516</b>	<b>72,774</b>	<b>97,032</b>	<b>121,290</b>	<b>363,870</b>

The Councils continue to build on the working relationship with the nominated private sector letting agent that we are currently in partnership with to manage our guaranteed rent scheme. We have already achieved one of our objectives by developing a Guaranteed Rent Scheme with Northwood’s letting agent. This is proving successful with 23 properties to date being referred to them and the housing options team receiving the nomination rights. There has been a growing number of empty home owners interested in the schemes and new approaches continue to be sought to promote the funding to Empty Property owners. Increasing the supply of private sector rental properties available at Local Housing Allowance levels remains a key objective.

Close working with our Legal Team to develop and finalise the Enforced Sales Procedure is nearing fruition which will allow us to proceed with the sale of three long term empty properties, we anticipate using this procedure on further properties in the future.

A number of projects are currently underway with the YMCA, who still have HCA grant funding. The councils funding from the Empty Property Assistance Programme will see an empty run down property of over three years being renovated and bought back into occupancy as a four bed HMO nomination rights to this property will be awarded to the council for the next five years.

## **5.0 DRAFT PROGRAMMES**

### **5.4 Invest to save schemes**

#### **(i) Empty Properties**

The Councils will continue to focus on achieving the objectives set out in the Empty Property Strategy and working with partners in the charitable sector as well as individual empty property owners to increase the supply of affordable housing as these properties are let at social rents.

The success of this initiative will be monitored to ensure that the bonus is generated as expected.

### **5.5 Schemes currently below programme financial cut-off**

5.5.1 Both Councils are able to accommodate all the proposed schemes within their capital budgets.

### **5.6 Adur Housing Investment Programme**

5.6.1 The estimated resources available to fund the 2015/16 HRA renovation programme of £3,205,000 are sufficient to fund all the proposed schemes. Under the new self financing regime, the HRA is in a much more sustainable position.

5.6.2 The first priority is the continued maintenance of decent homes standards for the benefit of existing tenants.

The decent homes standard requirement is that homes:-

- a) meet the current statutory minimum standard for housing
- b) are in a reasonable state of repair
- c) have reasonably modern facilities and services
- d) provide a reasonable degree of thermal comfort.

### **5.7 Overall**

The following assumptions have been used in preparing the draft programmes:

- (a) Maximise use of external funding where possible, e.g. Landfill Communities Fund, Specific Grants
- (b) Continuation of Specific Grant Aided Funding for Mandatory Disabled Facilities Grants.

**5.0 DRAFT PROGRAMMES**

**5.7 Overall**

(c) The proposed Capital Programme and Reserve Lists include a number of the larger planned maintenance schemes. Only schemes which meet the criteria for capital funding are included.

5.8 The following table is a summary of total resources used to fund the new schemes included in the draft programme.

**Adur District Council**

<b>Programme Year</b>	<b>Revenue Contributions and Reserves £</b>	<b>Major Repairs Reserve £</b>	<b>Capital Grants and Contributions £</b>	<b>Usable Capital Receipts £</b>	<b>Borrowing £</b>	<b>TOTAL £</b>
<b>2015/2016</b>						
General Fund	21,000	0	293,000	6,000	904,150	<b>1,218,150</b>
HRA	400,000	2,805,000	0	400,000	0	<b>3,605,000</b>
Total	421,000	2,805,000	293,000	406,000	904,150	<b>4,823,150</b>
<b>2016/2017</b>						
General Fund	21,000	0	293,000	6,000	2,084,700	<b>2,404,700</b>
HRA	400,000	2,885,000	0	400,000	0	<b>3,685,000</b>
Total	421,000	2,885,000	293,000	406,000	2,084,700	<b>6,089,700</b>
<b>2017/2018</b>						
General Fund	21,000	0	293,000	6,000	1,255,850	<b>1,575,850</b>
HRA	400,000	2,970,000	0	400,000	0	<b>3,770,000</b>
Total	421,000	2,970,000	293,000	406,000	1,255,850	<b>5,345,850</b>
<b>TOTAL</b>						
General Fund	63,000	0	879,000	18,000	4,238,700	<b>5,198,700</b>
HRA	1,200,000	8,660,000	0	1,200,000	0	<b>11,060,000</b>
<b>GRAND TOTAL</b>	<b>1,263,000</b>	<b>8,660,000</b>	<b>879,000</b>	<b>1,218,000</b>	<b>4,238,700</b>	<b>16,258,700</b>

**5.0 DRAFT PROGRAMMES**

**Adur District Council**

5.9 Members will note that the total planned new spending over the next three years, is £16,258,700. The table above indicates how this proposed programme will be financed.

**5.10 Worthing Borough Council**

Programme Year	Revenue Contributions and Reserves	Capital Grants and Contributions	Theatres Levy/ Leisure Facilities Trust	Usable Capital Receipts	Borrowing	TOTAL
	£	£	£	£	£	£
<b>2015/2016</b> General Fund	350,000	968,000	276,200	225,000	1,500,000	<b>3,319,200</b>
<b>2016/2017</b> General Fund	50,000	580,000	440,500	500,000	2,881,200	<b>4,451,700</b>
<b>2017/2018</b> General Fund	50,000	580,000	314,000	500,000	1,398,550	<b>2,842,550</b>
<b>GRAND TOTAL</b>	<b>450,000</b>	<b>2,128,000</b>	<b>1,030,700</b>	<b>1,225,000</b>	<b>5,779,750</b>	<b>10,613,450</b>

5.11 Members will note that the total planned new spending over the next three years, is £10,613,450. The table above indicates how this proposed programme will be financed.

**6.0 REVENUE IMPLICATIONS**

6.1 The revenue implications (excluding the revenue impact of financing the Capital Investment Programme) of all the capital projects in the draft programmes are shown in last column of appendices 2 and 3. An assessment of the revenue implications of the planned programme has already been built into the Medium Term Financial Plan. This has already been recognised as a genuine expenditure within the overall revenue budget. There is, of course, no obligation to spend merely because resources are available. In considering the merits of any capital investment proposal, the opportunity cost of using the resources, the revenue cost associated with any borrowing and the interest earnings foregone by utilising capital receipts and reserves, require full consideration.

**6.0 REVENUE IMPLICATIONS**

6.2 The full year revenue impact of financing the capital programme is shown below:-

**Adur District Council**

Programme Year	Revenue Impact		Cumulative		Full-Year Impact in
	General Fund £	HRA £	General Fund £	HRA £	
2015/2016	97,088	5,880	97,088	5,880	2016/2017
2016/2017	225,236	5,880	322,324	11,760	2017/2018
2017/2018	135,720	5,880	458,044	17,640	2018/2019

**Worthing Borough Council**

Programme Year	Revenue Impact		Cumulative		Full-Year Impact in
	Borrowing £	Capital Receipts £	Borrowing £	Capital Receipts £	
2015/2016	162,000	3,308	162,000	3,308	2016/2017
2016/2017	311,170	7,350	473,170	10,658	2017/2018
2017/2018	151,043	7,350	624,213	18,008	2018/2019

The above figures, for both councils, do not include any other direct revenue implications, which could be either positive or negative, depending on the particular schemes. The draft programmes show the other on-going annual running costs of servicing and maintaining the proposed schemes and savings generated from the capital investment.

**7.0 PRUDENTIAL INDICATORS**

7.1 Part of the core process for the Prudential Code is for Members to set Prudential Indicators against which the performance of the Capital Investment Programme and Treasury Management can be measured and monitored throughout the year. These indicators will be calculated once the programme has been fixed and reported to the Cabinet as part of the Revenue Budget report.

## **8.0 EQUALITIES IMPACT ASSESSMENT**

8.1 Individual schemes within the three proposed capital programmes have been subjected to equalities impact assessment. Schemes which have a positive impact on equalities include:

- Affordable housing schemes – Schemes are targeted at the most vulnerable;
- Disability Discrimination Act - Works to improve accessibility of Council buildings;
- Disabled Facilities Grants – Improvements and adaptations to private housing to meet specific needs;
- Home Repair Assistance Grants – Grants to enable those in need to stay in their homes;
- Resurfacing of hard surfaces – Provides an improved surface for wheelchair users and other people with reduced mobility;
- Parks – Replacement of play area and outdoor fitness equipment which is designed to be more accessible and inclusive;
- Car Parks – Replacement of payment equipment and signage which will be simpler and clearer to use for the visually impaired. The new pay machines will also be lower which will be more accessible. Renewal and upgrading of existing defective Multi Storey CCTV will provide safer places for the vulnerable members of the public to park. Upgrade and renewal of car park lifts will provide a more reliable disabled access to the upper storeys.
- ICT Hardware Replacement Programme – Provision of special keyboards and screens where required;
- Empty Property Grants – Increase the supply of affordable housing in the locality.
- Public Conveniences – Upgraded and new facilities include DDA improvements and facilities.

There will be no negative equalities and diversity outcomes arising from the proposed programmes.

## **9.0 LEGAL**

9.1 Part 1 of the Local Government Act, 2003 sets out the framework for capital finance and expenditure.

## **9.0 LEGAL**

- 9.2 The Local Government (Capital Finance and Accounting) (England) Regulations 2003 provide more detailed requirements.
- 9.3 Section 111 of the Local Government Act, 1972 allows the Council to do anything which is intended to facilitate or is conducive to or ancillary to any of its functions.

## **10.0 CONCLUSION**

- 10.1 Whilst both Councils have only limited resources with which to fund the capital programme, it has been possible to provide for a modest programme of £1.0m for Adur District Council, £1.5m for Worthing Borough Council each year and £3.6m for Adur Homes. Both Councils have insufficient capital resources available to meet all of the identified demands for capital investment over the next three years, and therefore some schemes must remain on the respective Reserve List.
- 10.2 The implication of this restriction in capital investment is that some maintenance needs are not currently being met. Both Councils will need to continue to critically review their asset base over the coming years with a view to retaining a sustainable level of assets to support service delivery.
- 10.3 The continuing constraints on the availability of capital resources in the medium to long term and the direct impact on the revenue budget leaves little room for manoeuvre. Work needs to commence now to ensure sufficient resources are available to both Councils to provide adequate funds for financing the respective Capital Investment Programmes from 2015/2016 onwards. In any event, the revenue consequences of spending scarce resources must always be borne in mind in judging the merits of any capital investment proposal.

## **11.0 RECOMMENDATIONS**

### **11.1 The Joint Strategic Committee is recommended to:**

- (a) Consider the three General Fund Capital Investment Programmes for the three-year period 2015/2016 to 2017/2018 and confirm the schemes to be included as detailed in Appendix 2, 3 and 4;**
- (b) Agree the Adur Housing Renovation Programme for the three-year period 2015/2016 to 2017/2018 as detailed at Appendix 5;**
- (c) Agree the amendments and additions to the reserve lists as detailed in Appendices 6 and 7;**
- (d) Recommend the 3 Year Programmes for approval by the respective Councils on the 19<sup>th</sup> December 2014 and 17<sup>th</sup> December 2014**

**Local Government Act 1972**

**Background Papers:**

CIPFA Prudential Code for Capital Finance in Local Government 2003

Capital Estimates 2015/16 – Working papers

Capital Strategy – Report to Joint Strategic Committee on 22nd July 2014

Outline Forecast 2015/16- 2019/20 Budget Strategy - Report to Joint Strategic Committee on 22nd July 2014

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## **SCHEDULE OF OTHER MATTERS**

### **1.0 COUNCIL PRIORITY**

1.1 The budget supports the Council's achievement of all its priorities.

### **2.0 SPECIFIC ACTION PLANS**

2.1 Matters considered and no issues identified.

### **3.0 SUSTAINABILITY ISSUES**

3.1 Matter considered and no issues identified

### **4.0 EQUALITY ISSUES**

4.1 The capital programme prioritisation model awards points for capital project proposals that address DDA requirements and reduce inequalities (see para. 7).

### **5.0 COMMUNITY SAFETY ISSUES (SECTION 17)**

5.1 Matter considered and no issues identified

### **6.0 HUMAN RIGHTS ISSUES**

6.1 Matter considered and no issues identified

### **7.0 REPUTATION**

7.1 Matter considered and no issues identified

### **8.0 CONSULTATIONS**

8.1 Matter considered and no issues identified

### **9.0 RISK ASSESSMENT**

9.1 Matter considered and no issues identified

### **10.0 HEALTH AND SAFETY ISSUES**

10.1 Matter considered and no issues identified

### **11.0 PROCUREMENT STRATEGY**

11.1 Matter considered and no issues identified

### **12.0 PARTNERSHIP WORKING**

12.1 The report considers the impact that partnership working has on the overall budget.

1. **Financial Control** - In view of the requirements of the Councils' Financial Regulations concerning the control of capital expenditure, the Capital Investment Programmes have been prepared in order to distinguish between:
  - (a) **Committed Schemes - £100,000 and Under** – Schemes where resources have been committed and which do not require approval as a Key Decision.
  - (b) **Committed Schemes – Key Decisions** – Schemes that result in the Council incurring capital expenditure in excess of £100,000 and where resources have been committed.
  - (c) **Future Programme** – Schemes which the Council intends to undertake in future years depending on resources available and the Council's Priorities and Strategic Objectives.
  - (d) **New Schemes** – These schemes are shown in bold.
2. **Capital Strategy** – The Councils approved the Joint Capital Strategy 2014 - 2017 in July 2014 and the preparation of this year's programmes has been carried out in line with the principles contained in the agreed strategy. The strategy sets out the basis for the prioritisation of bids for schemes to be included in the three-year programmes covering all services, including Housing.
3. **Prioritisation of Schemes** – The programmes have been prepared in light of the scoring mechanism agreed in the Joint Capital Strategy and is used by Officers as a guide to identify the schemes recommended to the Joint Strategic Committee for inclusion in the programmes.
4. **Contingency for Inflation and Fluctuations** - The Housing Programmes, which provide resources to meet the needs identified in the Councils' Housing Strategies, are estimated at outturn prices. Estimates for all other schemes are at November 2014 prices as, for most projects, it is not practical at this stage to forecast the effects of future inflation. In order to ensure that adequate finance is available to meet inflationary increases over the three years, a general contingency has been included in each Cabinet Member's programme.
5. **VAT** – The HMRC have advised that Worthing Borough Council might not incur a liability to repay blockable VAT to Customs and Excise on certain capital schemes due to their related exempt activities, provided the Council does not exceed the limit over a 7 year period up to and including 2014/2015; an annual provision has been included in the relevant Cabinet Member's programmes pending the final outcome. Adur District Council has no VAT liability.  
**# Worthing Borough Council Schemes which may incur VAT.**
6. **Annual Revenue Costs** - The schedules indicate in column (12) the estimated amount of interest foregone in utilising resources, which are currently invested and earning much needed interest to support the General Fund Revenue Budgets, or the cost of using Prudential Borrowing to fund the Capital Investment Programmes. Additional costs (or savings) of servicing and maintaining the proposed schemes are shown in column (13).
7. **Worthing Borough Council and Adur District Council Partnership Schemes** – Capital schemes which enhance the partnership between the Worthing and Adur Councils are included in each Cabinet Member's portfolio and are listed in the partnership scheme schedule.
8. **Capitalised Planned Maintenance Schemes** - The Capital Investment Programmes include a number of the larger planned maintenance schemes. Only schemes which meet the criteria for capital funding are approved.  
**\* Capitalised Planned Maintenance Schemes included in the 2014/15 – 2017/18 Capital Investment Programmes.**

**INDEX OF LEAD OFFICERS**

<b>ADJ</b>	Arjan de Jong	Housing Strategy and Enabling Officer
<b>AE</b>	Andy Edwards	Head of Environment
<b>AN</b>	Andy Northeast	Transport Manager
<b>AO</b>	Amanda O'Reilly	Head of Culture
<b>BC</b>	Bob Cliff	Estates Officer
<b>CM</b>	Clare Mangan	Regeneration Manager
<b>CS</b>	Carol Stephenson	Partnership and Business Support Manager
<b>DA</b>	Duncan Anderson	Leisure Facilities General Manager
<b>DM</b>	Derek Magee	Senior Engineer
<b>DS</b>	David Steadman	Adur Town Centres and Street Scene Co-ordinator
<b>GC</b>	Gary Cushing	Environmental Health Manager
<b>HB</b>	Helen Buck	Surveying & Design Services Manager
<b>IR</b>	Ian Rudkin	Registrar
<b>JA</b>	James Appleton	Head of Growth
<b>JACR</b>	Jo-Anne Chang-Rogers	Finance Manager
<b>JM</b>	John Mitchell	Director for Communities
<b>LS</b>	Lynda Spain	Principal Regeneration Officer
<b>MG</b>	Mark Gawley	ICT Services Manager
<b>PB</b>	Paul Brewer	Director for Digital and Resources
<b>PC</b>	Paul Cooper	Head of Housing
<b>SG</b>	Sarah Gobey	Chief Finance Officer
<b>SH</b>	Sue Hart	Supported Housing Services Manager
<b>SM</b>	Scott Marshall	Director for the Economy
<b>SS</b>	Sarah Stride	Consultation Officer
<b>TB</b>	Teresa Bryant	Electoral Services Manager
<b>TP</b>	Tony Patching	Head of Waste Management and Cleansing



**ADUR DISTRICT COUNCIL AND WORTHING BOROUGH COUNCIL PARTNERSHIP SCHEMES  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Scheme	Cost Centre	Lead Officer	Total Estimate £	CAPITAL ESTIMATES						
				Prior to 1.4.2014 £	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £
					Original £	Revised £				
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
<b><u>PARTNERSHIP SCHEMES</u></b>										
<b><i>Admin Buildings</i></b>										
* Commerce Way - Renewal of main office building roof covering	18602	HB	27,500	-	27,500	27,500	-	-	-	-
* <b>Commerce Way - Replacement of boilers</b>	<b>18602</b>	<b>HB</b>	<b>20,000</b>	-	-	<b>20,000</b>	-	-	-	-
* Commerce Way - Vehicle Workshop replacement of roof including the provision of solar panels	18602	HB	253,000	-	253,000	-	253,000	-	-	-
<b><i>Compliance Service</i></b>										
Replacement of 2 vehicles	98068	AN	28,000	-	-	28,000	-	-	-	-
<b><i>Courier Service</i></b>										
<b>Vehicle replacement</b>	<b>98072</b>	<b>AN</b>	<b>17,500</b>	-	-	-	<b>17,500</b>	-	-	-
<b><i>Environmental Health</i></b>										
Replacement of 3 vehicles	98069	AN	58,500	-	15,500	15,500	18,000	25,000	-	-
<b><i>Grounds Maintenance</i></b>										
Provision of a storage building with solar panels at Commerce Way for grounds maintenance vehicles and equipment	98070	HB	250,000	-	176,000	-	250,000	-	-	-
<b><i>Machinery replacements - ride on mower and one tractor</i></b>										
Vehicle replacements - 5 tippers	98067	AN	92,500	-	23,000	23,000	46,000	-	23,500	-

**ADUR DISTRICT COUNCIL AND WORTHING BOROUGH COUNCIL PARTNERSHIP SCHEMES  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

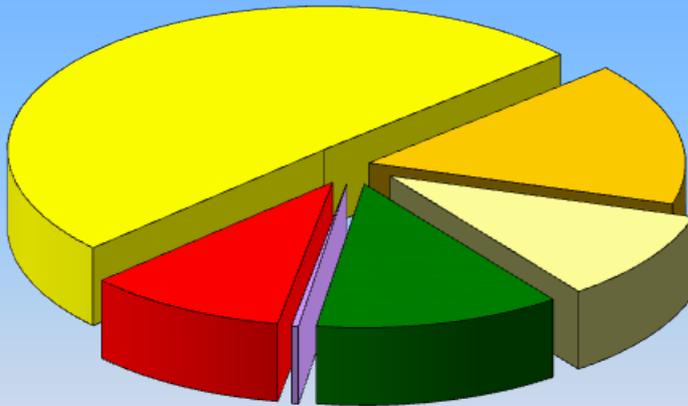
 Scheme	Cost Centre	Lead Officer	Total Estimate £	CAPITAL ESTIMATES						
				Prior to 1.4.2014 £	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £
					Original £	Revised £				
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
<b>PARTNERSHIP SCHEMES (continued)</b>										
<i>Information and Communications Technology</i>										
CenSus ICT Partnership Schemes	98063	MG	810,000	-	200,000	166,000	194,000	150,000	150,000	150,000
Corporate ICT hardware and infrastructure replacement programme	98065	MG	591,250	-	134,400	163,750	127,500	100,000	100,000	100,000
<b>Data Centre Air Conditioning Replacement</b>	<b>98075</b>	<b>MG</b>	<b>45,000</b>	-	-	-	<b>45,000</b>	-	-	-
<b>Digital Strategy General Provision to facilitate delivery of the digital strategy</b>	<b>98073</b>	<b>PB</b>	<b>215,000</b>	-	-	-	<b>215,000</b>	-	-	-
EDRMS - Electronic Document and Records Management System Phase 2	98100	CS	50,000	14,560	-	10,440	25,000	-	-	-
Financial Management System - Total licence extension, Total documents and document service facilities	98000	JACR	35,200	-	35,200	35,200	-	-	-	-
Human Resources/Payroll Software - Renewal of licence	98010	SG	49,400	-	49,400	49,400	-	-	-	-
<b>Refuse/Recycling Service</b>										
Provision of wheeled bins	98047	TP	100,000	10,900	20,000	9,100	20,000	20,000	20,000	20,000
Vehicle Replacements	98061	AN	4,176,820	-	324,820	324,820	-	3,079,000	773,000	-
<b>Refuse/Recycling/Street Cleansing</b>										
Vehicle Communications and Data Transfer System	98048	TP	123,750	112,240	-	11,510	-	-	-	-

**ADUR DISTRICT COUNCIL AND WORTHING BOROUGH COUNCIL PARTNERSHIP SCHEMES  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Scheme	Cost Centre	Lead Officer	Total Estimate £	CAPITAL ESTIMATES						
				Prior to 1.4.2014 £	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £
					Original £	Revised £				
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
<b>PARTNERSHIP SCHEMES (continued)</b>										
<i>Street Cleansing</i> Vehicle Replacements	98062	AN	314,000	-	31,000	31,000	49,500	50,000	183,500	-
<i>Vehicle Workshop</i> Upgrade of MOT equipment	98071	AN	30,000	-	30,000	-	30,000	-	-	-
<b>TOTAL</b>			7,377,920	137,700	1,319,820	915,220	1,381,000	3,424,000	1,250,000	270,000

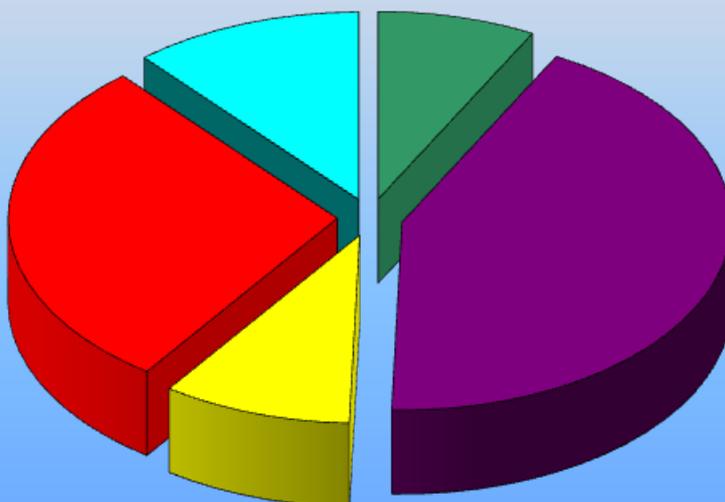


### Capital Expenditure



- Regeneration: £0.963m
- Customer Services (Adur Homes): £4.747m
- Customer Services (Other): £1.52m
- Resources: £0.964m
- Environment: £1.184m
- Health and Wellbeing: £0.033m

### Capital Financing



- Capital Receipts: £0.731m
- Reserves and Revenue Contributions: £4.022m
- Government Grants: £0.876m
- Borrowing: £2.718m
- External Contributions: £1.064m



**SUMMARY**  
**THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Adur District Council	Total Estimate £	CAPITAL ESTIMATES						ANNUAL REVENUE COSTS		
		Prior to 1.4.2014 £	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £	Interest Foregone/ Cost of Borrowing £	Net Other £
			Original £	Current £						
Column Reference (1)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
<b>BUDGETS</b>										
Cabinet Member for Customer Services	25,366,800	-	5,581,310	4,907,680	6,267,120	4,681,000	4,766,000	4,745,000	398,860	(56,000)
Cabinet Member for Environment	4,077,460	190,390	1,223,090	729,080	1,184,160	1,332,200	502,350	139,280	364,060	(15,029)
Cabinet Member for Health and Wellbeing	325,800	-	275,500	207,730	32,570	28,500	28,500	28,500	17,860	-
Cabinet Member for Regeneration	1,953,130	66,860	737,450	555,500	963,450	304,820	12,500	50,000	31,230	-
Cabinet Member for Resources	4,457,980	118,910	2,853,580	3,229,200	963,870	48,000	49,000	49,000	432,140	(12,620)
	36,181,170	376,160	10,670,930	9,629,190	9,411,170	6,394,520	5,358,350	5,011,780	1,244,150	(83,649)
<b>FINANCING</b>										
<b>Capital Grants and Contributions</b>										
Communities and Local Government			671,470	257,580	122,960	292,320	-	-		
Cabinet Office			-	5,560	-	-	-	-		
Environment Agency			12,500	159,500	752,500	12,500	12,500	50,000		
Homes and Communities Agency			-	78,750	-	-	-	-		
S106 Contributions from Planning Agreements			497,000	68,360	594,000	-	-	-		
Other Contributions			317,850	83,010	470,340	293,000	293,000	293,000		
<b>Prudential Borrowing</b>			4,905,750	4,166,070	2,718,550	2,084,700	1,255,850	892,780		
<b>Revenue Contributions and Reserves</b>										
Revenue Contributions			44,750	72,800	41,200	21,000	21,000	-		
Revenue Reserves			3,849,010	4,614,960	3,980,620	3,285,000	3,370,000	3,370,000		
<b>Usable Capital Receipts</b>			372,600	122,600	731,000	406,000	406,000	406,000		
			10,670,930	9,629,190	9,411,170	6,394,520	5,358,350	5,011,780		

**SUMMARY**  
**THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Adur District Council	CAPITAL ESTIMATES					
	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £
	Original £	Current £				
Column Reference (1)	(6)	(7)	(8)	(9)	(10)	(11)
<b>DETAILED FUNDING</b>						
<b>Capital Grants and Contributions</b>						
<u>Cabinet Office</u>						
A3 Forms Hardware Capital Grant (Election Service)	-	5,560	-	-	-	-
	-	5,560	-	-	-	-
<u>Communities and Local Government</u>						
Planning Delivery Grant (Ferry Road Environmental Improvements)	79,000	-	80,460	-	-	-
Shoreham Harbour Growth Point Grant (Fishersgate Play Area improvements)	-	-	10,000	-	-	-
(Shoreham Harbour Projects)	320,250	10,000	-	292,320	-	-
(Ferry Road Environmental Improvements)	42,500	10,000	32,500	-	-	-
Specified Capital Grant (Disabled Facilities Grant)	229,720	237,580	-	-	-	-
	671,470	257,580	122,960	292,320	-	-
<u>Environment Agency</u>						
Coast Protection Grant (Strategic Monitoring Project for the South East Phases 3 and 4) (Southwick Beach - Coast Protection)	12,500	12,500	12,500	12,500	12,500	50,000
	-	147,000	740,000	-	-	-
	12,500	159,500	752,500	12,500	12,500	50,000
<u>Homes and Communities Agency</u>						
(Contribution to a West Sussex Local Authorities Transit Site for gypsies and travellers)	-	78,750	-	-	-	-
	-	78,750	-	-	-	-

**SUMMARY**  
**THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Adur District Council	CAPITAL ESTIMATES					
	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £
	Original £	Current £				
Column Reference (1)	(6)	(7)	(8)	(9)	(10)	(11)
<b>DETAILED FUNDING (Continued)</b>						
<b>Capital Grants and Contributions (Continued)</b>						
<u>S106 Contributions from Planning Agreements</u>						
(Affordable Housing - Unallocated provision)	477,000	-	477,000	-	-	-
(Lancing United Football Club - Contribution to a new changing rooms building)	20,000	24,100	-	-	-	-
(Lower Beach Road Car Park - Enhancements)	-	-	117,000	-	-	-
(WSCC Infrastructure Schemes - Transport infrastructure improvements)	-	44,260	-	-	-	-
	497,000	68,360	594,000	-	-	-
<u>Other Contributions</u>						
Impulse Leisure (Lancing Leisure Centre - Car park lighting improvements)	17,400	-	-	-	-	-
Shoreham Port Authority (Southwick Green - Play area improvements)	-	2,500	-	-	-	-
Veolia Environmental Trust (Croft Avenue Rest Gardens Improvement Project)	200	11,760	-	-	-	-
West Sussex County Council (Better Care Fund - Disabled Facilities Grant)	-	-	293,000	293,000	293,000	293,000
(Lower Beach Road Car Park - Enhancements)	160,000	45,000	50,840	-	-	-
Worthing Borough Council (Commerce Way - Boiler replacement)	-	10,000	-	-	-	-
(Commerce Way - Main office renewal of roof covering)	13,750	13,750	-	-	-	-
(Commerce Way - Vehicle Workshop replacement of roof covering)	126,500	-	126,500	-	-	-
	317,850	83,010	470,340	293,000	293,000	293,000

**SUMMARY**  
**THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Adur District Council	CAPITAL ESTIMATES					
	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £
	Original £	Current £				
Column Reference (1)	(6)	(7)	(8)	(9)	(10)	(11)
<b>DETAILED FUNDING (Continued)</b>						
<b><i>Prudential Borrowing</i></b>						
<u>Adur Homes Capital Investment Programme</u>	372,400	16,500	355,900	-	-	-
<u>Invest to Save Schemes</u>						
(Building Services - 9 Vehicles)	-	117,000	-	-	-	-
(Compliance Service - Vehicle replacements)	-	11,200	-	-	-	-
(Commerce Way - Vehicle Workshop replacement of roof covering)	95,000	-	95,000	-	-	-
(Commerce Way - Provision of a storage building for grounds maintenance equipment)	32,000	-	32,000	-	-	-
(Purchase and installation of new beach huts)	-	-	20,000	-	-	-
<u>General Fund Schemes</u>						
(Investments)	-	50,000	-	-	-	-
(Replacement of refuse/recycling fleet)	-	-	-	1,108,380	281,370	-
(Other Schemes)	4,406,350	3,971,370	2,215,650	976,320	974,480	892,780
	4,905,750	4,166,070	2,718,550	2,084,700	1,255,850	892,780
<b><i>Revenue Contributions and Reserves</i></b>						
<u>Revenue Contributions</u>						
Community Alarm Service						
(Purchase of community alarm equipment)	24,750	35,500	-	-	-	-
Play Areas						
(Buckingham Park - Play area improvements)	-	5,000	5,000	-	-	-
(Southwick Green - Play area improvements)	-	2,500	-	-	-	-
Housing Revenue Account						
(Leasehold Database Software)	-	9,800	10,200	-	-	-
New Homes Bonus						
(Empty Properties - Grants and loans to bring empty properties back into use)	20,000	20,000	26,000	21,000	21,000	-
	44,750	72,800	41,200	21,000	21,000	-

**SUMMARY**  
**THREE YEAR CAPITAL INVESTMENT PROGRAMME**

	CAPITAL ESTIMATES					
	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £
	Original £	Current £				
Column Reference (1)	(6)	(7)	(8)	(9)	(10)	(11)
<b>DETAILED FUNDING (Continued)</b>						
<b>Revenue Contributions and Reserves (Continued)</b>						
<u>Revenue Reserves</u>						
Building Maintenance Reserve (Shoreham Centre - Removal of asbestos)	-	150,810	-	-	-	-
Capacity Issues Reserve (Southwick Beach - Repairs to coast protection defences)	-	165,000	-	-	-	-
(Travellers Exclusion Measures)	-	37,500	-	-	-	-
(West Sussex Credit Union - Share acquisition)	-	25,000	-	-	-	-
(West Sussex Transit Site for gypsies and travellers)	162,500	46,250	-	-	-	-
Reserve for Development and Refurbishment of Housing (Acquisition of Council Dwellings)	825,510	275,000	950,620	400,000	400,000	400,000
Major Repairs Reserve (Adur Homes Capital Investment Programme)	2,861,000	3,915,400	3,030,000	2,885,000	2,970,000	2,970,000
	3,849,010	4,614,960	3,980,620	3,285,000	3,370,000	3,370,000
<b>Usable Capital Receipts</b>						
Adur Homes Capital Investment Programme	116,600	116,600	400,000	400,000	400,000	400,000
General Fund Schemes	6,000	6,000	6,000	6,000	6,000	6,000
Ring-Fenced (Shoreham Renaissance - Lower Beach Car Park refurbishment)	250,000	-	325,000	-	-	-
	372,600	122,600	731,000	406,000	406,000	406,000

**CABINET MEMBER FOR CUSTOMER SERVICES  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Adur District Council Scheme	Cost Centre	Lead Officer	Total Estimate £	CAPITAL ESTIMATES							ANNUAL REVENUE COSTS	
				Prior to 1.4.2014 £	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £	Interest Foregone/ Cost of Borrowing £	Net Other £
					Original £	Current £						
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
<b>COMMITTED SCHEMES - £100,000 AND UNDER</b>												
<b>Housing</b>												
Empty property grants and loans to bring empty properties back into use (Funded from additional 'New Homes Bonus' based on number of properties brought back into use)	18403	GC	46,000	-	20,000	20,000	26,000	-	-	-	-	(14,000)
<b>Housing Renewal Assistance</b>												
<u>Discretionary Grants</u>												
Home Repair Assistance Grants	18006	GC	115,000	-	65,000	65,000	50,000	-	-	-	12,420	-
<u>Mandatory Grants</u>												
Disabled Facilities Grants (Part funded by a Government Grant anticipated at £237,584 p.a.)	18005	GC	802,380	-	350,000	402,380	400,000	-	-	-	29,350	-
<b>Lancing Leisure Centre</b>												
Car Park Extension	18091	HB	17,400	-	34,800	-	17,400	-	-	-	1,880	-
<b>Southwick Leisure Centre</b>												
Boiler - Replacement	18520	HB	96,000	-	-	-	96,000	-	-	-	10,370	-
Tennis Courts - Improvements	18520	DM	22,000	-	22,000	-	22,000	-	-	-	2,380	-
			1,098,780	-	491,800	487,380	611,400	-	-	-	56,400	(14,000)
<b>COMMITTED SCHEMES - KEY DECISIONS</b>												
<b>Affordable Housing (LASHG)</b>												
Grants to Registered Social Landlords for the provision of affordable housing (£477,000 funded from S106 receipts)	18080	ADJ	810,000	-	810,000	-	810,000	-	-	-	35,960	-

**CABINET MEMBER FOR CUSTOMER SERVICES  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Scheme	Cost Centre	Lead Officer	Total Estimate £	CAPITAL ESTIMATES							ANNUAL REVENUE COSTS	
				Prior to 1.4.2014 £	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £	Interest Foregone/ Cost of Borrowing £	Net Other £
					Original £	Current £						
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
<b>COMMITTED SCHEMES - KEY DECISIONS (continued)</b>												
<b>CenSus ICT Partnership</b> Provision for ICT schemes (Partnership scheme with CenSus Partners)	18020	MG	180,000	-	100,000	83,000	97,000	-	-	-	19,440	-
			990,000	-	910,000	83,000	907,000	-	-	-	55,400	-
<b>FUTURE PROGRAMME</b>												
<b>Affordable Housing (LASHG)</b> Grants to Registered Social Landlords for the provision of affordable housing	18080	ADJ	1,500,000	-	-	-	-	500,000	500,000	500,000	162,000	-
<b>CenSus ICT Partnership</b> Provision for ICT schemes (Partnership scheme with CenSus Partners)	18020	MG	225,000	-	-	-	-	75,000	75,000	75,000	24,300	-
<b>Housing</b> Empty property grants and loans to bring empty properties back into use (Funded from additional 'New Homes Bonus' based on number of properties brought back into use)	18403	GC	42,000	-	-	-	-	21,000	21,000	-	-	(42,000)
<b>Housing Renewal Assistance</b> <u>Discretionary Grants</u> Home Repair Assistance Grants	18006	GC	150,000	-	-	-	-	50,000	50,000	50,000	16,200	-

**CABINET MEMBER FOR CUSTOMER SERVICES  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Scheme	Cost Centre	Lead Officer	Total Estimate £	CAPITAL ESTIMATES							ANNUAL REVENUE COSTS	
				Prior to 1.4.2014 £	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £	Interest Foregone/ Cost of Borrowing £	Net Other £
					Original £	Current £						
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
<b><u>FUTURE PROGRAMME (continued)</u></b>												
<u>Mandatory Grants</u> Disabled Facilities Grants (Part funded by a Government Grant anticipated at £293,000 p.a.)	18005	GC	1,050,000	-	-	-	-	350,000	350,000	350,000	18,470	-
<b>Contingency: Inflation and Fluctuations</b>	18599		6,000	-	4,000	4,000	2,000	-	-	-	650	-
			2,973,000	-	4,000	4,000	2,000	996,000	996,000	975,000	221,620	(42,000)
<b>TOTAL GENERAL FUND SCHEMES</b>			5,061,780	-	1,405,800	574,380	1,520,400	996,000	996,000	975,000	333,420	(56,000)
<b><u>ADUR HOMES - HOUSING INVESTMENT PROGRAMME</u></b>												
<b><u>COMMITTED SCHEMES</u></b>												
<b>1 Disability Adaptations for Homes</b> On-going programme providing access and home facilities for Council tenants with disabilities	18056	HB	586,700	-	304,000	238,700	348,000	-	-	-	3,580	-
<b>2 Flat Roof Recovering/Replacement Programme</b>	18057	HB	325,900	-	290,000	-	325,900	-	-	-	1,990	-
<b>3 Re-Pointing Programme and Structural Works</b> Essential work to keep buildings water tight and maintain structures	18058	HB	232,500	-	120,000	70,400	162,100	-	-	-	1,420	-
<b>4 Kitchen and Bathroom Improvements</b> Refurbishment programme to meet Government decency standards	18060	HB	4,046,500	-	1,420,000	2,311,500	1,735,000	-	-	-	24,700	-

**CABINET MEMBER FOR CUSTOMER SERVICES  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Scheme	Cost Centre	Lead Officer	Total Estimate £	CAPITAL ESTIMATES							ANNUAL REVENUE COSTS	
				Prior to 1.4.2014 £	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £	Interest Foregone/ Cost of Borrowing £	Net Other £
					Original £	Current £						
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
<b>ADUR HOMES - HOUSING INVESTMENT PROGRAMME (continued)</b>												
<b>COMMITTED SCHEMES (continued)</b>												
<b>5 Environmental Improvements</b> Provision of improvements to external communal areas to include estate lighting, fencing, pathways, planting and landscaping	18063	HB	29,900	-	10,000	9,900	20,000	-	-	-	180	-
<b>6 Communal Way Refurbishments</b> Replacement floor coverings, door entry replacement systems, lighting and window replacements	18064	HB	57,400	-	30,000	37,400	20,000	-	-	-	350	-
<b>7 Pitched Roofs Recovering/Replacement</b> Renewal of roof coverings, timber structures, chimney stacks and firewalls	18065	HB	55,300	-	25,000	25,300	30,000	-	-	-	340	-
<b>8 Upgrade of Electrical Systems</b> Upgrade of circuits and fittings including additional sockets and external lighting	18068	HB	19,900	-	10,000	9,900	10,000	-	-	-	120	-
<b>9 External Joinery and Window Replacements</b> Replacement of double glazed windows, external doors and timber frames	18069	HB	100,300	-	80,000	80,300	20,000	-	-	-	610	-
<b>10 Central Heating Installation Programme</b>	18070	HB	471,400	-	275,000	132,000	339,400	-	-	-	2,880	-
<b>11 Boiler and Central Heating Replacements</b> Replacement of failing boilers and heating systems with high efficiency boilers	18071 18072	HB	701,800	-	275,000	426,800	275,000	-	-	-	4,280	-
<b>12 Replacement of Door Entry Systems</b>	18073	HB	60,200	-	25,000	35,200	25,000	-	-	-	370	-

**CABINET MEMBER FOR CUSTOMER SERVICES  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Scheme	Cost Centre	Lead Officer	Total Estimate £	CAPITAL ESTIMATES							ANNUAL REVENUE COSTS	
				Prior to 1.4.2014 £	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £	Interest Foregone/ Cost of Borrowing £	Net Other £
					Original £	Current £						
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
<b>ADUR HOMES - HOUSING INVESTMENT PROGRAMME (continued)</b>												
<b>COMMITTED SCHEMES (continued)</b>												
<b>13 Upgrade/Repair Car Park Areas and Garages</b> Major repairs to garages, compound and car park resurfacing and lighting	18076	HB	37,700	-	35,000	7,700	30,000	-	-	-	230	-
<b>14 Upgrade of Remaining Sheltered Accommodation TV Aerial Systems</b> Some sheltered accommodation blocks with older systems require replacement with full integrated reception systems	18077	HB	30,000	-	-	-	30,000	-	-	-	180	-
<b>15 Fishersgate Area External and Communal Areas Repairs</b> Completion of repointing, structural repairs, paving replacements, bin store area improvements, and essential work required under Fire Safety Order legislation	18078	HB	138,600	-	10,000	138,600	-	-	-	-	850	-
<b>16 Insulation Upgrade and Energy Related Improvements</b> Rolling annual programme to increase levels of insulation to new standards or introduce energy efficiency/environmentally related measures into residents homes	18501	HB	52,600	-	10,000	17,600	35,000	-	-	-	320	-
<b>17 Replacement Smoke Detectors</b> Completion of the replacement smoke detector programme	18504	HB	60,500	-	5,000	60,500	-	-	-	-	370	-

**CABINET MEMBER FOR CUSTOMER SERVICES  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Scheme	Cost Centre	Lead Officer	Total Estimate £	CAPITAL ESTIMATES							ANNUAL REVENUE COSTS	
				Prior to 1.4.2014 £	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £	Interest Foregone/ Cost of Borrowing £	Net Other £
					Original £	Current £						
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
<b>ADUR HOMES - HOUSING INVESTMENT PROGRAMME (continued)</b>												
<b>COMMITTED SCHEMES (continued)</b>												
<b>18 Fire Safety Order Works</b> Rolling programme of works to meet Regulatory Reform (Fire Safety) Order 2005	18505	HB	410,000	-	230,000	220,000	190,000	-	-	-	2,500	-
<b>19 Stock Condition Survey</b> To inform and develop future strategy and budget planning	18508	HB	149,200	-	90,000	51,700	97,500	-	-	-	910	-
<b>20 Lift Refurbishment and Major Works</b> Replacement controllers, drives, door operators and car refurbishment to current DDA standards	18509	HB	149,600	-	106,000	149,600	-	-	-	-	910	-
<b>20 Community Action Software</b>	18510	HB	14,400	-	-	14,400	-	-	-	-	90	-
<b>21 Leasehold Database Software</b>	18511	HB	20,000	-	-	9,800	10,200	-	-	-	-	-
<b>22 Sheltered Accommodation - Community Alarms Systems</b> Replacement of existing community alarm communication/alert system	18512	HB	104,000	-	-	11,000	93,000	-	-	-	630	-
<b>23 Property Acquisitions</b> Acquisition of former Council properties for relet by Adur Homes on secure tenancies	18506	PC	1,225,620	-	825,510	275,000	950,620	-	-	-	-	-
			9,080,020	-	4,175,510	4,333,300	4,746,720	-	-	-	47,810	-

**CABINET MEMBER FOR CUSTOMER SERVICES  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Scheme	Cost Centre	Lead Officer	Total Estimate £	CAPITAL ESTIMATES							ANNUAL REVENUE COSTS	
				Prior to 1.4.2014 £	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £	Interest Foregone/ Cost of Borrowing £	Net Other £
					Original £	Current £						
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
<b>FUTURE PROGRAMME</b>												
<b>1 Disability Adaptations for Homes</b> On-going programme providing access and home facilities for Council tenants with disabilities	18056	HB	830,000	-	-	-	-	270,000	280,000	280,000	1,300	-
<b>2 Flat Roof Recovering/Replacement Programme</b>	18057	HB	540,000	-	-	-	-	140,000	200,000	200,000	850	-
<b>3 Re-Pointing Programme and Structural Works</b> Essential work to keep buildings water tight and maintain the structure	18058	HB	660,000	-	-	-	-	240,000	210,000	210,000	1,040	-
<b>4 Kitchen and Bathroom Improvements</b> Refurbishment programme to meet Government decency standards	18060	HB	5,420,000	-	-	-	-	1,780,000	1,820,000	1,820,000	8,520	-
<b>5 Environmental Improvements</b> Provision of improvements to external communal areas to include estate lighting, fencing, pathways, planting and landscaping	18063	HB	90,000	-	-	-	-	30,000	30,000	30,000	140	-
<b>6 Communal Way Refurbishments</b> Replacement floor coverings, door entry replacement systems, lighting and window replacements	18064	HB	90,000	-	-	-	-	30,000	30,000	30,000	140	-
<b>7 Pitched Roofs Recovering/Replacement</b> Renewal of roof coverings, timber structures, chimney stacks and firewalls	18065	HB	180,000	-	-	-	-	60,000	60,000	60,000	280	-

**CABINET MEMBER FOR CUSTOMER SERVICES  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Scheme	Cost Centre	Lead Officer	Total Estimate £	CAPITAL ESTIMATES							ANNUAL REVENUE COSTS	
				Prior to 1.4.2014 £	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £	Interest Foregone/ Cost of Borrowing £	Net Other £
					Original £	Current £						
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
<b>ADUR HOMES - HOUSING INVESTMENT PROGRAMME (continued)</b>												
<b>FUTURE PROGRAMME (continued)</b>												
<b>8 Upgrade of Electrical Systems</b> Upgrade of circuits and fittings including additional sockets and external lighting	18068	HB	45,000	-	-	-	-	15,000	15,000	15,000	70	-
<b>9 External Joinery and Window Replacements</b> Replacement of double glazed windows, external doors and timber frames	18069	HB	70,000	-	-	-	-	20,000	25,000	25,000	110	-
<b>10 Central Heating Installation Programme</b>	18070	HB	140,000	-	-	-	-	60,000	40,000	40,000	220	-
<b>11 Boiler and Central Heating Replacements</b> Replacement of failing boilers and heating systems with high efficiency boilers	18071 18072	HB	840,000	-	-	-	-	280,000	280,000	280,000	1,320	-
<b>12 Replacement of Door Entry Systems</b>	18073	HB	85,000	-	-	-	-	25,000	30,000	30,000	130	-
<b>13 Upgrade/Repair Car Park Areas and Garages</b> Major repairs to garages, compound and car park resurfacing and lighting	18076	HB	180,000	-	-	-	-	40,000	70,000	70,000	280	-
<b>14 Insulation Upgrade and Energy Related Improvements</b> Rolling annual programme to increase levels of insulation to new standards or introduce energy efficiency/environmentally related measures into residents homes	18501	HB	85,000	-	-	-	-	25,000	30,000	30,000	130	-

**CABINET MEMBER FOR CUSTOMER SERVICES  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Scheme	Cost Centre	Lead Officer	Total Estimate £	CAPITAL ESTIMATES							ANNUAL REVENUE COSTS	
				Prior to 1.4.2014 £	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £	Interest Foregone/ Cost of Borrowing £	Net Other £
					Original £	Current £						
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
<b>ADUR HOMES - HOUSING INVESTMENT PROGRAMME (continued)</b>												
<b>FUTURE PROGRAMME (continued)</b>												
<b>15 Fire Safety Order Works</b> Rolling programme of works to meet Regulatory Reform (Fire Safety) Order 2005	18505	HB	740,000	-	-	-	-	240,000	250,000	250,000	1,160	-
<b>16 Stock Condition Survey</b> To inform and develop future strategy and budget planning	18508	HB	30,000	-	-	-	-	30,000	-	-	50	-
<b>17 Property Acquisitions</b> Acquisition of former Council properties for relet by Adur Homes on secure tenancies	18506	PC	1,200,000	-	-	-	-	400,000	400,000	400,000	1,890	-
			11,225,000	-	-	-	-	3,685,000	3,770,000	3,770,000	17,630	-
<b>TOTAL HOUSING INVESTMENT PROGRAMME</b>			20,305,020	-	4,175,510	4,333,300	4,746,720	3,685,000	3,770,000	3,770,000	65,440	-
<b>TOTAL</b>			25,366,800	-	5,581,310	4,907,680	6,267,120	4,681,000	4,766,000	4,745,000	398,860	(56,000)

**CABINET MEMBER FOR ENVIRONMENT  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 <b>Scheme</b>	<b>Cost Centre</b>	<b>Lead Officer</b>	<b>Total Estimate £</b>	<b>CAPITAL ESTIMATES</b>							<b>ANNUAL REVENUE COSTS</b>	
				<b>Prior to 1.4.2014 £</b>	<b>2014/2015</b>		<b>2015/2016 Estimate £</b>	<b>2016/2017 Estimate £</b>	<b>2017/2018 Estimate £</b>	<b>Future Years £</b>	<b>Interest Foregone/ Cost of Borrowing £</b>	<b>Net Other £</b>
					<b>Original £</b>	<b>Revised £</b>						
<b>Column Reference (1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>	<b>(8)</b>	<b>(9)</b>	<b>(10)</b>	<b>(11)</b>	<b>(12)</b>	<b>(13)</b>
<b>COMMITTED SCHEMES - £100,000 AND UNDER</b>												
<b>Allotments</b>												
* The Meads Allotment Site - Refurbishment of land drainage pipework (Replacement of existing land drainage system to address flooding at allotment site and adjacent playing field)	18085	DM	33,000	-	33,000	33,000	-	-	-	-	3,560	-
* <b>Williams Road Allotment Site - Refurbishment of tenants' shed and resurfacing of paths and access roads</b>	<b>18085</b>	<b>DM</b>	<b>26,400</b>	-	-	-	<b>26,400</b>	-	-	-	<b>2,850</b>	-
<b>Car Parks</b>												
* South Street Lancing car park resurfacing of hard surfaces	18095	DM	32,000	-	32,000	2,000	30,000	-	-	-	3,460	-
* Southwick Square - Rebuild of boundary wall	18214	HB	37,500	2,950	-	34,550	-	-	-	-	4,050	-
<b>Compliance Service</b>												
Replacement of 2 vehicles (Invest to Save Partnership scheme with Worthing Borough Council Total cost £28,000)	18212	AN	11,200	-	-	11,200	-	-	-	-	-	(1,587)
<b>Environmental Health</b>												
Replacement of 1 dog warden's van (Partnership scheme with Worthing Borough Council. Total cost £18,000)	18213	AN	9,000	-	-	-	9,000	-	-	-	970	-
<b>Foreshore</b>												
Beach Huts - Purchase and installation of new huts (Invest to Save Scheme)	18305	HB	20,000	-	20,000	-	20,000	-	-	-	-	(539)

**CABINET MEMBER FOR ENVIRONMENT  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Scheme	Cost Centre	Lead Officer	Total Estimate £	CAPITAL ESTIMATES							ANNUAL REVENUE COSTS	
				Prior to 1.4.2014 £	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £	Interest Foregone/ Cost of Borrowing £	Net Other £
					Original £	Revised £						
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
<b>COMMITTED SCHEMES - £100,000 AND UNDER (continued)</b>												
<i><b>Foreshore (continued)</b></i>												
Kingston Beach - Environmental improvements	18309	AE	20,000	2,000	18,000	-	18,000	-	-	-	2,160	-
Shoreham Beach - Extension of existing boardwalk path on Shoreham Beach to improve access to the beach	18031	DM	134,500	-	112,000	134,500	-	-	-	-	14,530	-
* Southwick Beach promenade resurfacing	18116	DM	94,780	80,780	25,000	14,000	-	-	-	-	10,240	-
<i><b>Grounds Maintenance Service</b></i>												
<b>Machinery replacements - ride on mower and one tractor (Partnership scheme with Worthing Borough Council. Total cost £90,500)</b>	<b>18207</b>	<b>AN</b>	<b>36,200</b>	-	-	-	<b>36,200</b>	-	-	-	<b>3,910</b>	-
Vehicle replacements (Partnership scheme with Worthing Borough Council. Total cost £69,000)	18207	AN	27,600	-	9,200	9,200	18,400	-	-	-	2,980	-
<i><b>Parks and Open Spaces</b></i>												
<b>Adur Recreation Ground - Remediation of contaminated land</b>	<b>18221</b>	<b>AE</b>	<b>30,000</b>	-	-	<b>30,000</b>	-	-	-	-	<b>3,240</b>	-
* Buckingham Park - Resurfacing and repair of hard surfaced areas adjacent to café and improvements to north/south footway link to Upper Shoreham Road	18113	DM	22,000	-	22,000	-	22,000	-	-	-	2,380	-

**CABINET MEMBER FOR ENVIRONMENT  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Adur District Council Scheme	Cost Centre	Lead Officer	Total Estimate £	CAPITAL ESTIMATES							ANNUAL REVENUE COSTS	
				Prior to 1.4.2014 £	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £	Interest Foregone/ Cost of Borrowing £	Net Other £
					Original £	Revised £						
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
<b>COMMITTED SCHEMES - £100,000 AND UNDER (continued)</b>												
<b>Parks and Open Spaces (continued)</b>												
Croft Avenue Rest Gardens Improvement Project (Provision of a second entrance, linking pathway, landscaping, bulb planting and tree work. £12,850 funded from a Veolia Environmental Grant and a revenue contribution)	18215	AE	14,500	2,740	200	11,760	-	-	-	-	-	-
Lancing United Football Club - Contribution to a new changing rooms building at Boundstone Lane Recreation Ground (Funded from S106 contributions)	18220	JA	25,000	900	20,000	24,100	-	-	-	-	-	-
Play Area Improvements 2014-2015 Buckingham Park - Play area improvements (£10,000 funded from revenue resources)	18209	AE	37,000	-	27,000	5,000	32,000	-	-	-	4,000	-
Southwick Green play area improvements (£2,500 funded from Shoreham Port Authority, match funded by a revenue contribution of £2,500)	18209	AE	80,000	-	75,000	80,000	-	-	-	-	8,100	-
<b>Play Area Improvements 2015-2016 Fishersgate Recreation Ground (£10,000 funded from Shoreham Harbour Growth Point Grant)</b>	<b>18209</b>	<b>AE</b>	<b>85,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>85,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,100</b>	<b>-</b>
Sompting Recreation Ground - Provision of outdoor fitness equipment	18222	AE	22,000	-	-	-	22,000	-	-	-	2,380	-

**CABINET MEMBER FOR ENVIRONMENT  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 <b>Scheme</b>	<b>Cost Centre</b>	<b>Lead Officer</b>	<b>Total Estimate £</b>	<b>CAPITAL ESTIMATES</b>							<b>ANNUAL REVENUE COSTS</b>	
				<b>Prior to 1.4.2014 £</b>	<b>2014/2015</b>		<b>2015/2016 Estimate £</b>	<b>2016/2017 Estimate £</b>	<b>2017/2018 Estimate £</b>	<b>Future Years £</b>	<b>Interest Foregone/ Cost of Borrowing £</b>	<b>Net Other £</b>
					<b>Original £</b>	<b>Revised £</b>						
<b>Column Reference (1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>	<b>(8)</b>	<b>(9)</b>	<b>(10)</b>	<b>(11)</b>	<b>(12)</b>	<b>(13)</b>
<b>COMMITTED SCHEMES - £100,000 AND UNDER (continued)</b>												
<b><i>Parks and Open Spaces (continued)</i></b>												
* Southwick Recreation Ground - Provision of a footpath along the southern side of the access road adjacent to the Bowls Club and refurbishment of the main access	18113	DM	25,000	-	25,000	-	25,000	-	-	-	2,700	-
* Southwick Recreation Ground - Refurbishment of access road	18113	DM	25,000	2,500	-	-	22,500	-	-	-	2,700	-
Traveller exclusion measures (Provision of bunds, ditches and barriers to reduce incursions on to Council Land)	18211	AE	115,420	-	16,500	55,420	60,000	-	-	-	12,330	(1,000)
<b><i>Public Conveniences</i></b>												
Provision for upgrade and refurbishment (Improvements to be undertaken in future years)	18097	HB	-	-	39,000	-	-	-	-	-	-	-
<b><i>Refuse/Recycling Service</i></b>												
Provision of wheeled bins (Partnership scheme with Worthing Borough Council. Total cost £20,000 p.a.)	18100	TP	14,560	3,970	7,280	3,310	7,280	-	-	-	1,570	-
Replacement of 1 vehicle (Partnership scheme with Worthing Borough Council. Total cost £49,500)	18202	AN	18,020	-	-	-	18,020	-	-	-	1,950	-

**CABINET MEMBER FOR ENVIRONMENT  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 <b>Scheme</b>	<b>Cost Centre</b>	<b>Lead Officer</b>	<b>Total Estimate £</b>	<b>CAPITAL ESTIMATES</b>							<b>ANNUAL REVENUE COSTS</b>	
				<b>Prior to 1.4.2014 £</b>	<b>2014/2015</b>		<b>2015/2016 Estimate £</b>	<b>2016/2017 Estimate £</b>	<b>2017/2018 Estimate £</b>	<b>Future Years £</b>	<b>Interest Foregone/ Cost of Borrowing £</b>	<b>Net Other £</b>
					<b>Original £</b>	<b>Revised £</b>						
<b>Column Reference (1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>	<b>(8)</b>	<b>(9)</b>	<b>(10)</b>	<b>(11)</b>	<b>(12)</b>	<b>(13)</b>
<b>COMMITTED SCHEMES - £100,000 AND UNDER (continued)</b>												
<b>Refuse/Recycling/Street Cleansing</b>												
Vehicle Communications and Data Transfer System (Partnership scheme with Worthing Borough Council. Total cost £123,750)	18103	TP	45,170	40,910	-	4,260	-	-	-	-	4,880	-
<b>Street Cleansing</b>												
Replacement of 2 vehicles (Partnership scheme with Worthing Borough Council. Total cost £31,000)	18102	AN	12,210	-	12,210	12,210	-	-	-	-	1,320	(11,903)
<b>Street Lighting</b>												
Enhancements to WSCC lighting in Conservation Areas or near Heritage Sites (Upgrade of WSCC street lighting)	18216	DM	30,000	-	30,000	30,000	-	-	-	-	3,240	-
<b>Streetscene</b>												
Replacement of one vehicle	18223	AN	33,000	-	-	-	33,000	-	-	-	3,560	-
Rolling programme of works to improve the environment of Adur District	18096	DS	111,080	-	83,070	21,080	90,000	-	-	-	12,000	-
<b>Vehicle Workshop</b>												
Upgrade of MOT equipment (Partnership scheme with Worthing Borough Council. Total cost £30,000)	18217	AN	12,000	-	12,000	-	12,000	-	-	-	1,300	-

**CABINET MEMBER FOR ENVIRONMENT  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Adur District Council Scheme	Cost Centre	Lead Officer	Total Estimate £	CAPITAL ESTIMATES							ANNUAL REVENUE COSTS	
				Prior to 1.4.2014 £	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £	Interest Foregone/ Cost of Borrowing £	Net Other £
					Original £	Revised £						
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
<b>COMMITTED SCHEMES - £100,000 AND UNDER</b> (continued)												
<b>WSCC Transport Schemes</b>												
i) Footway enhancement scheme in South Street, Lancing	18038	JA	44,260	-	-	44,260	-	-	-	-	-	-
ii) Southwick Station improvements including signage improvements, crossing improvements and tactile paving (Funded from S106 Receipts)												
			1,283,400	136,750	618,460	559,850	586,800	-	-	-	124,460	(15,029)
<b>COMMITTED SCHEMES - KEY DECISIONS</b>												
<b>Car Parks</b>												
Lower Beach Road Car Park - Enhancements (Funded from a WSCC contribution of £143,000, S106 receipts and capital receipts)	18095	DM	585,000	53,640	410,000	45,000	486,360	-	-	-	4,780	-
<b>Grounds Maintenance</b>												
Provision of a storage building with solar panels at Commerce Way for vehicles and equipment (Partnership scheme with Worthing Borough Council. Total cost £250,000)	18218	HB	100,000	-	70,400	-	100,000	-	-	-	10,800	-
<b>Refuse/Recycling</b>												
Replacement of 2 vehicles (Partnership scheme with Worthing Borough Council. Total cost £324,820)	18202	AN	118,230	-	118,230	118,230	-	-	-	-	12,770	-
			803,230	53,640	598,630	163,230	586,360	-	-	-	28,350	-

**CABINET MEMBER FOR ENVIRONMENT  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Scheme	Cost Centre	Lead Officer	Total Estimate £	CAPITAL ESTIMATES							ANNUAL REVENUE COSTS	
				Prior to 1.4.2014 £	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £	Interest Foregone/ Cost of Borrowing £	Net Other £
					Original £	Revised £						
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
<b>FUTURE PROGRAMME</b>												
<b>Allotment Improvements</b>												
Resurfacing of paths and access roads	18085	DM	16,500	-	-	-	-	16,500	-	-	1,780	-
<b>Environmental Health</b>												
Replacement of 1 dog wardens van (Partnership scheme with Worthing Borough Council. Total cost £25,000)	18213	AN	12,500	-	-	-	-	12,500	-	-	1,350	-
<b>Grounds Maintenance Service</b>												
Replacement of 1 transit tipper (Partnership scheme with Worthing Borough Council. Total cost £23,500)	18207	AN	9,400	-	-	-	-	-	9,400	-	1,020	-
<b>Parks and Open Spaces</b>												
Outdoor fitness equipment	18222	AE	22,000	-	-	-	-	22,000	-	-	2,380	-
Play Area Improvements	18209	AE	180,000	-	-	-	-	60,000	60,000	60,000	19,440	-
<b>Refuse/Recycling Service</b>												
Provision of wheeled bins (Partnership scheme with Worthing Borough Council. Total cost £20,000 p.a.)	18100	TP	21,840	-	-	-	-	7,280	7,280	7,280	2,360	-
<b>Refuse/Recycling/Street Cleansing</b>												
Replacement of vehicles for the joint service (Partnership scheme with Worthing Council. Total cost £4,085,500)	18102 18202	AN	1,494,590	-	-	-	-	1,140,920	353,670	-	161,420	-
<b>Streetscene</b>												
Rolling programme of works to improve the environment of Adur District	18096	DS	150,000	-	-	-	-	50,000	50,000	50,000	12,430	-

**CABINET MEMBER FOR ENVIRONMENT  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Scheme	Cost Centre	Lead Officer	Total Estimate £	CAPITAL ESTIMATES							ANNUAL REVENUE COSTS	
				Prior to 1.4.2014 £	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £	Interest Foregone/ Cost of Borrowing £	Net Other £
					Original £	Revised £						
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
<i>Contingency: Inflation and Fluctuations</i>	18114		84,000	-	6,000	6,000	11,000	23,000	22,000	22,000	9,070	-
			1,990,830	-	6,000	6,000	11,000	1,332,200	502,350	139,280	211,250	-
<b>TOTAL</b>			4,077,460	190,390	1,223,090	729,080	1,184,160	1,332,200	502,350	139,280	364,060	(15,029)

**CABINET MEMBER FOR HEALTH AND WELLBEING  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Scheme	Cost Centre	Lead Officer	Total Estimate £	CAPITAL ESTIMATES							ANNUAL REVENUE COSTS	
				Prior to 1.4.2014 £	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £	Interest Foregone/ Cost of Borrowing £	Net Other £
					Original £	Current £						
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
<b><u>COMMITTED SCHEMES - £100,000 AND UNDER</u></b>												
<b>Community Alarm Service</b> Purchase of community alarm equipment to replace old equipment and also to expand the service (Funded from the Community Alarm Service)	18307	SH	35,500	-	24,750	35,500	-	-	-	-	-	-
<b>Environmental Health</b> Replacement of 1 pest control vehicle (Partnership scheme with Worthing Borough Council. Total cost £33,500)	18213	AN	7,750	-	7,750	7,750	-	-	-	-	840	-
<b>Equalities</b> Disability Discrimination Act Improvements - Provision of minor alterations and improvements to Council properties	18031	HB	52,980	-	36,500	36,480	16,500	-	-	-	5,720	-
<b>Public Health</b> Asbestos Removal - Provision for removal of asbestos from Council buildings	18039	HB	15,070	-	31,000	-	15,070	-	-	-	1,630	-
			111,300	-	100,000	79,730	31,570	-	-	-	8,190	-
<b><u>COMMITTED SCHEMES - KEY DECISIONS</u></b>												
<b>Community Safety</b> Contribution to a West Sussex Local Authorities Partnership Transit Site for gypsies and travellers (£78,750 funded from HCA grant and £46,250 funded from Reserves)	18219	JM	125,000	-	162,500	125,000	-	-	-	-	-	-
			125,000	-	162,500	125,000	-	-	-	-	15,540	-

**CABINET MEMBER FOR HEALTH AND WELLBEING  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Scheme	Cost Centre	Lead Officer	Total Estimate £	CAPITAL ESTIMATES							ANNUAL REVENUE COSTS	
				Prior to 1.4.2014 £	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £	Interest Foregone/ Cost of Borrowing £	Net Other £
					Original £	Current £						
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
<b><u>FUTURE PROGRAMME</u></b>												
<b><i>Equalities</i></b>												
Disability Discrimination Act Improvements - Provision of minor alterations and improvements to Council properties	18031	HB	49,500	-	-	-	-	16,500	16,500	16,500	5,350	-
<b><i>Public Health</i></b>												
Asbestos Removal - Provision for removal of asbestos from Council buildings	18039	HB	33,000	-	-	-	-	11,000	11,000	11,000	3,560	-
<b><i>Contingency: Inflation and Fluctuations</i></b>	18399		7,000	-	13,000	3,000	1,000	1,000	1,000	1,000	760	-
			89,500	-	13,000	3,000	1,000	28,500	28,500	28,500	9,670	-
<b>TOTAL</b>			325,800	-	275,500	207,730	32,570	28,500	28,500	28,500	17,860	-

**CABINET MEMBER FOR REGENERATION  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Scheme	Cost Centre	Lead Officer	Total Estimate £	CAPITAL ESTIMATES							ANNUAL REVENUE COSTS	
				Prior to 1.4.2014 £	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £	Interest Foregone/ Cost of Borrowing £	Net Other £
					Original £	Current £						
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
<b>COMMITTED SCHEMES - £100,000 AND UNDER</b>												
<b>Lancing Vision Regeneration</b> Refurbishment of Beach Green public conveniences and creation	18404	CM	90,200	-	90,200	3,000	87,200	-	-	-	9,740	-
			90,200	-	90,200	3,000	87,200	-	-	-	9,740	-
<b>COMMITTED SCHEMES - KEY DECISIONS</b>												
<b>Coast Protection</b> Kingston Beach groyne repair/ replacement and revetment repairs (Funded from reserves)	18309	DM	190,000	-	25,000	190,000	-	-	-	-	-	-
			<b>887,000</b>	-	-	<b>147,000</b>	<b>740,000</b>	-	-	-	-	-
Southwick Beach repairs to coast protection defences (Funded from Government's Recovery Support Grant)	18309	DM										
Strategic Monitoring Project for the South East Phases 3 and 4. Contribution to the partnership scheme between Maritime Authorities (Funded by the Environment Agency)	18306	DM	152,110	52,110	12,500	12,500	12,500	12,500	12,500	50,000	-	-
<b>Economic Development</b> Ferry Road Environmental Improvements (To include paving improvements, street furniture, cycle racks and landscaping. Funded by £90,000 Planning Delivery Grant, £42,500 Shoreham Harbour Growth Point Grant and £10,000 Council Resources)	18404	JA	142,500	9,750	131,500	10,000	122,750	-	-	-	1,080	-

**CABINET MEMBER FOR REGENERATION  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Scheme	Cost Centre	Lead Officer	Total Estimate £	CAPITAL ESTIMATES							ANNUAL REVENUE COSTS	
				Prior to 1.4.2014 £	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £	Interest Foregone/ Cost of Borrowing £	Net Other £
					Original £	Current £						
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
<b>COMMITTED SCHEMES - KEY DECISIONS (continued)</b>												
<b>Lancing Vision Regeneration</b> Queensway and Queens Parade - Replace existing paving and public realm improvements	18404	CM	188,000	5,000	158,000	183,000	-	-	-	-	20,300	-
<b>Shoreham Harbour Projects</b> (Approved by the Shoreham Harbour Project Board and funded from Shoreham Harbour Growth Point Grant)	18054	JA	302,320	-	320,250	10,000	-	292,320	-	-	-	-
			1,861,930	66,860	647,250	552,500	875,250	304,820	12,500	50,000	21,380	-
<b>Contingency: Inflation and Fluctuations</b>	18499		1,000	-	-	-	1,000	-	-	-	110	-
			1,000	-	-	-	1,000	-	-	-	110	-
<b>TOTAL</b>			1,953,130	66,860	737,450	555,500	963,450	304,820	12,500	50,000	31,230	-

**CABINET MEMBER FOR RESOURCES  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Scheme	Cost Centre	Lead Officer	Total Estimate £	CAPITAL ESTIMATES							ANNUAL REVENUE COSTS	
				Prior to 1.4.2014 £	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £	Interest Foregone/ Cost of Borrowing £	Net Other £
					Original £	Current £						
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
<b><u>COMMITTED SCHEMES - £100,000 AND UNDER</u></b>												
<b><i>Admin Buildings</i></b>												
* Commerce Way - Renewal of main office building roof covering (Contribution of £13,750 from Worthing Borough Council)	18602	HB	27,500	-	27,500	27,500	-	-	-	-	1,490	-
* Commerce Way - Replacement of boilers (Contribution of £10,000 from Worthing Borough Council)	18602	HB	20,000	-	-	20,000	-	-	-	-	1,080	-
<b>Courier Service</b>												
Vehicle replacement (Partnership scheme with Worthing Borough Council. Total cost £17,500)	18624	AN	7,000	-	-	-	7,000	-	-	-	760	-
<b>Democratic Services</b>												
Purchase of elections equipment (Funded from the Cabinet Office)	18621	TB	5,560	-	-	5,560	-	-	-	-	-	-
Purchase of a new Electoral Services software system	18621	TB	15,000	-	-	15,000	-	-	-	-	1,620	-
<b>Building Services</b>												
Replacement of 1 operational vehicle and purchase of 9 new vehicles	18607	AN	144,000	-	27,000	144,000	-	-	-	-	5,420	(12,620)

**CABINET MEMBER FOR RESOURCES  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Scheme	Cost Centre	Lead Officer	Total Estimate £	CAPITAL ESTIMATES							ANNUAL REVENUE COSTS	
				Prior to 1.4.2014 £	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £	Interest Foregone/ Cost of Borrowing £	Net Other £
					Original £	Current £						
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
<b>COMMITTED SCHEMES - £100,000 AND UNDER</b>												
<b>(continued)</b>												
<b>Information and Communications Technology</b>												
Corporate ICT hardware and infrastructure replacement programme 2014/2015 and 2015/2016 (Partnership scheme with Worthing Borough Council. Total cost 2014/2015 and 2015/2016 £336,250)	18121	MG	158,040	-	84,320	76,970	81,070	-	-	-	17,070	-
EDRMS - Electronic Document and Records Management System Phase 2 (Partnership scheme with Worthing Borough Council. Total cost £50,000)	18615	CS	23,500	6,840	-	4,910	11,750	-	-	-	2,540	-
Financial Management System Total licence extension (Partnership scheme with Worthing Borough Council. Total cost £46,310)	18619	JACR	16,540	-	16,540	16,540	-	-	-	-	1,790	-
Human Resources/Payroll - Renewal of licence (Partnership scheme with Worthing Borough Council. Total cost of five year licence renewal £49,400)	18618	SG	23,220	-	23,220	23,220	-	-	-	-	2,510	-
<b>Investments</b>												
Investment in Local Government Association Municipal Bonds Agency	18622	SG	50,000	-	-	50,000	-	-	-	-	5,400	-
West Sussex Credit Union Corporate Membership - Share acquisition (Funded from Reserves)	18623	JM	25,000	-	-	25,000	-	-	-	-	-	-

**CABINET MEMBER FOR RESOURCES  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Scheme	Cost Centre	Lead Officer	Total Estimate £	CAPITAL ESTIMATES							ANNUAL REVENUE COSTS	
				Prior to 1.4.2014 £	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £	Interest Foregone/ Cost of Borrowing £	Net Other £
					Original £	Current £						
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
<b>COMMITTED SCHEMES - £100,000 AND UNDER (continued)</b>												
<i>Participatory Schemes Determined in Consultation with the Local Community</i>												
Pot of Gold Schemes	18125	SS	26,500	21,010	-	5,490	-	-	-	-	2,860	-
			541,860	27,850	178,580	414,190	99,820	-	-	-	42,540	(12,620)
<b>COMMITTED SCHEMES - KEY DECISIONS</b>												
<i>Admin Buildings</i>												
* Commerce Way Vehicle Workshop - Replacement of roof including the provision of solar panels (Contribution of £126,500 from Worthing Borough Council)	18602	HB	253,000	-	253,000	-	253,000	-	-	-	3,400	-
Shoreham Community Centre - Extension for New Ways of Working	18617	HB	3,404,070	91,060	2,420,000	2,813,010	500,000	-	-	-	367,640	-
<i>Information and Communications Technology</i>												
Digital Strategy General Provision (Partnership scheme with Worthing Borough Council. Total cost £215,000 to facilitate delivery of the digital strategy)	18625	PB	101,050	-	-	-	101,050	-	-	-	1,490	-
			3,758,120	91,060	2,673,000	2,813,010	854,050	-	-	-	372,530	-

**CABINET MEMBER FOR RESOURCES  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Scheme	Cost Centre	Lead Officer	Total Estimate £	CAPITAL ESTIMATES							ANNUAL REVENUE COSTS	
				Prior to 1.4.2014 £	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £	Interest Foregone/ Cost of Borrowing £	Net Other £
					Original £	Current £						
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
<b>FUTURE PROGRAMME</b>												
<b>Information and Communications Technology</b> Corporate hardware and infrastructure replacement programme (Partnership scheme with Worthing Borough Council. Total cost £100,000 p.a.)	18121	MG	141,000	-	-	-	-	47,000	47,000	47,000	15,230	-
<b>Contingency: Inflation and Fluctuations</b>	18650		17,000	-	2,000	2,000	10,000	1,000	2,000	2,000	1,840	-
			158,000	-	2,000	2,000	10,000	48,000	49,000	49,000	17,070	-
<b>TOTAL</b>			4,457,980	118,910	2,853,580	3,229,200	963,870	48,000	49,000	49,000	432,140	(12,620)



**ADUR'S**  
**CAPITAL SCHEMES**  
**RESERVE LISTS**

	<b>Estimates £</b>
<b>(a) <u>YEARS 4-7</u></b>	
<p><b>AFFORDABLE HOUSING (LASHG)</b> Partnership schemes with Registered Social Landlords to provide affordable housing (Annual provision)</p>	500,000
<p><b>CENSUS ICT PARTNERSHIP</b> * CenSus ICT Partnership Schemes (Annual provision for partnership schemes with CenSus Partners)</p>	75,000
<p><b>DISABLED FACILITIES GRANTS</b> Mandatory grants for adaptations to private housing (Annual provision)</p>	350,000
<p><b>HOME REPAIR ASSISTANCE GRANTS</b> Discretionary grants and loans to finance home repairs and home insulation works (Annual provision)</p>	50,000
<p><b>HOUSING</b> Empty Properties - Provision of grants and loans to bring empty properties back into use (Annual provision)</p>	21,000
<p><b>LANCING LEISURE CENTRE</b> * Renewal of reception and entranceway roof coverings and associated works</p>	15,400
<p><b>SOUTHWICK LEISURE CENTRE</b> Tennis Courts - Fencing renewal</p>	19,800
<p><b>N/C = Not Costed    * = New Scheme</b></p>	

	<b>Estimates £</b>
<b>(a) <u>YEARS 4-7</u></b>	
<b><i>ALLOTMENTS</i></b>	
* Rolling programme to resurface roads and paths (Annual provision)	16,500
Security and gate fencing at allotment sites (Annual provision)	22,000
<b><i>CAR PARKS</i></b>	
Rolling programme of works to resurface car parks' hard surfaces (Annual provision)	22,000
Fishersgate Recreation Ground Car Park - Enhancement and reconstruction	68,000
<b><i>CEMETERIES AND CHURCHYARDS</i></b>	
Rolling programme of works to resurface hard surfaces in cemeteries and churchyards (Annual provision)	16,500
<b><i>HIGHWAYS</i></b>	
Upgrading and enhancing WSCC new or planned highway street lights in Conservation Areas or near to Heritage Sites or Listed Buildings (Annual provision)	30,000
<b><i>OPERATIONAL VEHICLES</i></b>	
* Provision for the replacement of vehicles for Adur services	32,000
Provision for the replacement of operational vehicles for Adur District Council and Worthing Borough Council joint services (2018/2019 - 2020/2021)	44,200
<b>N/C = Not Costed    * = New Scheme</b>	

	<b>Estimates £</b>
<b>(a) YEARS 4-7 (continued)</b>	
<b><i>PARKS</i></b>	
Adur Recreation Ground - Cycleway link between the railway bridge and the highway	70,520
Buckingham Park - Refurbishment of South Pavilion	260,000
Buckingham Park - Renewal of fencing	20,000
Buckingham Park - Replacement of groundsman's building	66,000
* Play Areas - Rolling programme of replacements, upgrades and improvements to include outdoor fitness equipment (Annual provision)	82,000
Programme of works to resurface hard surfaces in the Council's parks (Annual provision)	22,000
Travellers Exclusion Measures - Provision of bunds, ditches, height barriers, gates, etc.	16,500
<b><i>PUBLIC CONVENIENCES</i></b>	
Programme of works to improve and upgrade the Council's public conveniences (Annual provision)	33,000
<b><i>REFUSE/RECYCLING/STREET CLEANSING SERVICE</i></b>	
Provision for the replacement of vehicles for the joint service 2018/2019 - 2020/2021 (Partnership scheme with Worthing Borough Council. Total cost £234,500)	92,390
Wheeled bins replacement programme - Annual provision (Partnership scheme with Worthing Borough Council. Total annual provision £20,000)	7,280
<b>N/C = Not Costed    * = New Scheme</b>	

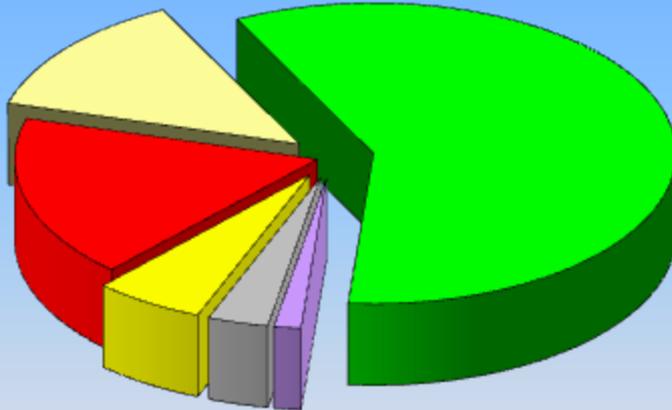
	Estimates £
<p>(a) <u>YEARS 4-7</u> (continued)</p> <p><b>STREET SCENE</b> Rolling programme of works to improve the environment of Adur District (Annual provision)</p>	<p>50,000</p>
<p>N/C = Not Costed    * = New Scheme</p>	

	Estimates £
<p>(a) <b><u>YEARS 4-7</u></b></p> <p><b><i>DISABILITY DISCRIMINATION ACT IMPROVEMENTS</i></b>            Shoreham Coastal Footway - Provision of a footpath to improve and extend the existing footpath from Ferry Road to Beach Road</p> <p><b><i>EQUALITIES</i></b>            * Disability Discrimination Act Improvements - Provision of minor alterations and improvements to Council properties (Annual provision)</p> <p><b><i>PUBLIC HEALTH</i></b>            Asbestos removal from Council buildings (Annual provision)</p>	<p>420,000</p> <p>16,500</p> <p>11,000</p>
<p>N/C = Not Costed    * = New Scheme</p>	

	Estimates £
<p>(a) <u>YEARS 4-7</u></p> <p><b>COAST PROTECTION WORKS</b></p> <p>* Strategic Monitoring Project for the South East Phase 4. Contribution to the partnership scheme between Maritime Authorities (Funded by the Environment Agency)</p>	<p>50,000</p>
<p>N/C = Not Costed    * = New Scheme</p>	

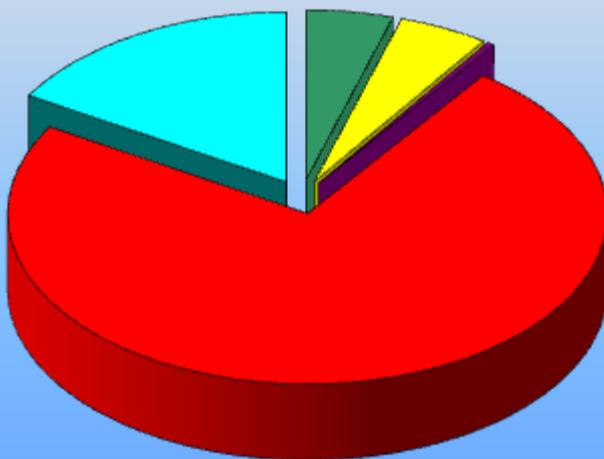
	Estimates £
<p>(a) <u>YEARS 4-7</u></p> <p><b>ADMIN BUILDINGS</b> <b>Commerce Way</b> Improvements to south car park area (Partnership scheme with Worthing Borough Council)</p> <p><b>INFORMATION AND COMMUNICATIONS TECHNOLOGY</b> ICT Corporate Hardware Replacement Programme (Partnership scheme with Worthing Borough Council. Total annual provision £100,000)</p>	<p>N/C</p> <p>47,000</p>
<p>N/C = Not Costed    * = New Scheme</p>	

### Capital Expenditure



- Regeneration: £0.202m
- Customer Services (Affordable Housing): £0.369m
- Customer Services (Other): £1.094m
- Resources: £0.824m
- Environment: £3.678m
- Health and Wellbeing: £0.090m

### Capital Financing



- Capital Receipts: £0.294m
- Reserves and Revenue Contributions: £0.303m
- Government Grants: £0.025m
- Prudential Borrowing: £4.603m
- External Contributions: £1.032m



**SUMMARY**  
**THREE YEAR CAPITAL INVESTMENT PROGRAMME**

	CAPITAL ESTIMATES								ANNUAL REVENUE COSTS	
	Total Estimate £	Prior to 1.4.2014 £	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £	Interest Foregone/ Cost of Borrowing £	Net Other £
			Original £	Current £						
Column Reference (1)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
<b>BUDGETS</b>										
Cabinet Member for Customer Services	7,265,400	225,800	1,457,200	1,101,700	1,462,900	1,675,000	1,425,000	1,375,000	205,630	(107,460)
Cabinet Member for Environment	9,794,250	160,520	3,107,960	1,675,330	3,677,750	2,913,200	1,247,050	120,400	939,000	(7,880)
Cabinet Member for Health and Wellbeing	373,310	-	305,940	165,750	90,060	39,500	39,500	38,500	45,210	-
Cabinet Member for Regeneration	795,080	121,480	429,500	347,400	201,700	37,000	17,500	70,000	13,250	(17,585)
Cabinet Member for Resources	4,080,740	2,362,430	885,170	431,180	824,630	203,500	131,000	128,000	384,510	-
	22,308,780	2,870,230	6,185,770	3,721,360	6,257,040	4,868,200	2,860,050	1,731,900	1,587,600	(132,925)
<b>FINANCING</b>										
<i>Capital Grants and Contributions</i>										
Communities and Local Government			436,720	461,900	7,950	-	-	-		
Environment Agency			17,500	17,500	17,500	17,500	17,500	70,000		
Homes and Communities Agency			-	78,750	-	-	-	-		
S106 Contributions from Planning Agreements			84,500	65,000	443,000	49,500	30,000	30,000		
Other Contributions			167,200	201,730	588,900	568,300	550,000	550,000		
<i>Prudential Borrowing</i>										
			4,737,850	2,589,280	4,603,290	3,322,900	1,602,550	471,900		
<i>Revenue Contributions and Reserves</i>										
Revenue Contributions			182,100	151,300	160,000	110,000	110,000	60,000		
Revenue Reserves			228,500	143,400	142,500	50,000	50,000	50,000		
<i>Usable Capital Receipts</i>										
General			331,400	12,500	293,900	750,000	500,000	500,000		
			6,185,770	3,721,360	6,257,040	4,868,200	2,860,050	1,731,900		

**SUMMARY  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Worthing Borough Council	CAPITAL ESTIMATES					
	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £
	Original £	Current £				
Column Reference (1)	(6)	(7)	(8)	(9)	(10)	(11)
<b><u>DETAILED FUNDING</u></b>						
<b><i>Capital Grants and Contributions</i></b>						
<b><u>Cabinet Office</u></b>						
A3 Forms Hardware Capital Grant (Election Service)	-	5,560	-	-	-	-
	-	5,560	-	-	-	-
<b><u>Communities and Local Government</u></b>						
Planning Delivery Grant (EDRMS - Electronic Document and Records Management)	-	5,530	7,950	-	-	-
Specified Capital Grant (Disabled Facilities Grant)	436,720	450,810	-	-	-	-
	436,720	456,340	7,950	-	-	-
<b><u>Environment Agency</u></b>						
Coast Protection Grant (Contribution to the Strategic Monitoring Project for the South East Phases 3 and 4)	17,500	17,500	17,500	17,500	17,500	70,000
	17,500	17,500	17,500	17,500	17,500	70,000
<b><u>Homes and Communities Agency</u></b>						
(Contribution to a West Sussex Local Authorities Transit Site for gypsies and travellers)	-	78,750	-	-	-	-
	-	78,750	-	-	-	-
<b><u>S106 Contributions from Planning Agreements</u></b>						
(Active Seafront Zone)	-	-	25,000	-	-	-
(Affordable Housing - Unallocated provision)	-	-	300,000	-	-	-

**SUMMARY**  
**THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Column Reference (1)	CAPITAL ESTIMATES					
	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £
	Original £	Current £				
	(6)	(7)	(8)	(9)	(10)	(11)
<b>DETAILED FUNDING (continued)</b>						
<b>Capital Grants and Contributions (continued)</b>						
<u>S106 Contributions from Planning Agreements (continued)</u>						
(Homefield Skate Park - Improvements)	-	-	88,000	-	-	-
(Northbrook College Affordable Housing Development - One disabled unit)	65,000	65,000	-	-	-	-
(Play Area Improvements - Year 1 The Gallops Open Space)	-	-	30,000	30,000	30,000	30,000
(WSCC Scheme to pedestrianise the area at the Montague Street end of Portland Road)	19,500	-	-	19,500	-	-
	84,500	65,000	443,000	49,500	30,000	30,000
<u>Other Contributions</u>						
Chapman Group (Highdown Gardens - Resurfacing of vehicular access)	18,300	-	-	18,300	-	-
Scope (Seafront Dome Public Conveniences - Provision of a DDA compliant facility)	-	10,000	-	-	-	-
West Sussex County Council (Kickstart Grant - Active Seafront Zone seafront improvements)	148,900	191,730	38,900	-	-	-
(Better Care Fund - Disabled Facilities Grant)	-	-	550,000	550,000	550,000	550,000
	167,200	201,730	588,900	568,300	550,000	550,000
<b>Prudential Borrowing</b>						
<u>Invest to Save Schemes</u>						
(Compliance Service - Vehicle replacements)	-	16,800	-	-	-	-
(Contribution to Adur District Council to provide solar panels on Commerce Way Vehicle Workshop roof)	95,000	-	126,500	-	-	-
(Grounds Maintenance - Provision of a storage building at Commerce Way)	48,000	-	48,000	-	-	-
(Purchase and installation of new beach huts)	121,000	110,170	25,700	-	-	-

**SUMMARY**  
**THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Column Reference (1)	CAPITAL ESTIMATES					
	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £
	Original £	Current £				
(6)	(7)	(8)	(9)	(10)	(11)	
<b>DETAILED FUNDING (continued)</b>						
<b>Prudential Borrowing (continued)</b>						
<u>Invest to Save Schemes (continued)</u>						
(Solar renewable energy projects - Portland House, Assembly Hall and Worthing Leisure Centre)	368,500	-	368,500	-	-	-
(Worthing Leisure Centre - Replacement of astroturf and refurbishment of match pitches)	441,390	439,610	-	-	-	-
(General Provision)	74,500	-	-	74,500	-	-
<u>General Fund Schemes</u>						
(Car Parks - Replacement of payment and barrier equipment)	-	282,780	-	-	-	-
(Durrington Cemetery Extension - Extension of burial space)	-	-	300,000	-	-	-
(Leisure Facilities - Investment in Leisure Facilities Trust)	-	-	194,700	390,500	264,000	-
(Investments)	-	50,000	-	-	-	-
(Replacement of refuse/recycling fleet)	-	-	-	1,936,620	491,630	-
(Other Schemes)	3,589,460	1,689,920	3,539,890	921,280	846,920	471,900
	4,737,850	2,589,280	4,603,290	3,322,900	1,602,550	471,900
<b>Revenue Contributions and Reserves</b>						
<u>Revenue Contributions</u>						
Crematorium Trading Account (Crematorium Improvement Scheme repaid from additional income estimated at the rate of £60,000 p.a. over the next 14 years)	52,000	60,000	60,000	60,000	60,000	60,000
New Homes Bonus (Empty Properties - Grants and loans to bring empty properties back into use)	101,300	51,300	100,000	50,000	50,000	-
Splashpoint Leisure Centre (Replacement of spinning bikes)	28,800	40,000	-	-	-	-
	182,100	151,300	160,000	110,000	110,000	60,000

**SUMMARY**  
**THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Worthing Borough Council	CAPITAL ESTIMATES					
	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £
	Original £	Current £				
Column Reference (1)	(6)	(7)	(8)	(9)	(10)	(11)
<b>DETAILED FUNDING (continued)</b>						
<b>Revenue Contributions and Reserves (continued)</b>						
<u>Revenue Reserves</u>						
Capacity Issues Reserve						
(Connaught Theatre - Purchase of a digital projector)	-	870	-	-	-	-
(Denton Lounge - Provision of floor covering for kitchen and entranceway)	-	15,710	-	-	-	-
(Theatres - Montague Street replacement electronic signage)	-	9,290	-	-	-	-
(Theatres - Purchase of new box office system)	20,000	32,240	-	-	-	-
(West Sussex Credit Union - Share acquisition)	-	25,000	-	-	-	-
(West Sussex Transit Site for gypsies and travellers)	162,500	46,250	-	-	-	-
Theatres Restoration Levy						
(Worthing Theatres - Capital improvements)	46,000	14,040	142,500	50,000	50,000	50,000
	228,500	143,400	142,500	50,000	50,000	50,000
<b>Usable Capital Receipts</b>						
Affordable Housing	331,400	12,500	68,900	750,000	500,000	500,000
Ring Fenced Capital Receipt (EON Windfarm)	-	-	225,000	-	-	-
	331,400	12,500	293,900	750,000	500,000	500,000

**CABINET MEMBER FOR CUSTOMER SERVICES  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Scheme	Cost Centre	Lead Officer	Total Estimate £	CAPITAL ESTIMATES							ANNUAL REVENUE COSTS	
				Prior to 1.4.2014 £	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £	Interest Foregone/ Cost of Borrowing £	Net Other £
					Original £	Current £						
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
<b>COMMITTED SCHEMES - £100,000 AND UNDER</b>												
<b>Affordable Housing</b>												
Grants to Registered Social Landlords (Funded by Right to Buy Clawback Receipts and Housing Capital Receipts)												
<b>Worthing Homes</b>												
Northbrook College Site - One disabled unit (£65,000 funded from S106 receipts)	58054	ADJ	77,500	-	77,500	77,500	-	-	-	-	180	-
<b>Connaught Theatre</b>												
Purchase of a digital projector (Invest to Save Scheme)	58509	AO	74,600	73,730	-	870	-	-	-	-	-	(7,460)
<b>Denton Lounge</b>												
Provision of floor covering for kitchen and entranceway (Funded from Capacity Issues Reserve)	58502	AO	28,900	13,190	-	15,710	-	-	-	-	-	-
<b>Housing</b>												
Empty property grants and loans to bring empty properties back into use (Funded from additional 'New Homes Bonus' based on number of properties brought back into use)	58505	GC	151,300	-	101,300	51,300	100,000	-	-	-	-	(40,000)
<b>Housing Renewal Assistance</b>												
<u>Discretionary Grants</u> Home Repair Assistance Grants	58506	GC	165,000	-	90,000	90,000	75,000	-	-	-	17,820	-

**CABINET MEMBER FOR CUSTOMER SERVICES  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Scheme	Cost Centre	Lead Officer	Total Estimate £	CAPITAL ESTIMATES							ANNUAL REVENUE COSTS	
				Prior to 1.4.2014 £	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £	Interest Foregone/ Cost of Borrowing £	Net Other £
					Original £	Current £						
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
<b>COMMITTED SCHEMES - £100,000 AND UNDER (continued)</b>												
<i>Housing Renewal Assistance (continued)</i>												
<i>Mandatory Grants</i>												
Disabled Facilities Grants (Government Grant allocation anticipated at £1,000,810)	58049	GC	1,550,000	-	750,000	800,000	750,000	-	-	-	59,310	-
<i>Museum and Art Gallery</i>												
# Conversion of ground floor area vacated by Tourist Information Centre into useable accommodation/exhibition space	58503	HB	27,500	1,000	27,500	-	26,500	-	-	-	2,970	-
<i>Theatres</i>												
Capital improvements to Worthing Theatres (Funded from the Theatres Restoration Levy)	58507	AO	199,500	33,210	71,000	23,790	142,500	-	-	-	-	-
Purchase of new box office system (£80,000 funded from the Capacity Issues Reserve)	58015	AO	126,200	93,960	20,000	32,240	-	-	-	-	4,990	-
Electronic Signage Replacement of Montague Street signage (Funded from the Capacity Issues Reserve)	58504	AO	20,000	10,710	-	9,290	-	-	-	-	-	-
			2,420,500	225,800	1,137,300	1,100,700	1,094,000	-	-	-	85,270	(47,460)

**CABINET MEMBER FOR CUSTOMER SERVICES  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Scheme	Cost Centre	Lead Officer	Total Estimate £	CAPITAL ESTIMATES							ANNUAL REVENUE COSTS	
				Prior to 1.4.2014 £	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £	Interest Foregone/ Cost of Borrowing £	Net Other £
					Original £	Current £						
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
<b>COMMITTED SCHEMES - KEY DECISIONS</b>												
<b>Affordable Housing</b> Grants to Registered Social Landlords for the provision of affordable housing (Funded by Right to Buy Clawback Receipts, Housing Capital Receipts and (S106 Receipts))	58054	ADJ	368,900	-	318,900	-	368,900	-	-	-	5,420	-
<b>Worthing Homes</b> Littlehampton Road Site (22 Units) (Funded by Right to Buy Clawback Receipts and Housing Capital Receipts)	58054	ADJ	250,000	-	-	-	-	250,000	-	-	3,680	-
			618,900	-	318,900	-	368,900	250,000	-	-	9,100	-
<b>FUTURE PROGRAMME</b>												
<b>Affordable Housing</b> Grants to Registered Social Landlords for the provision of affordable housing (Funded by Right to Buy Clawback Receipts and Housing Capital Receipts)	58054	ADJ	1,500,000	-	-	-	-	500,000	500,000	500,000	22,050	-
<b>Housing</b> Empty property grants and loans to bring empty properties back into use (Funded from additional 'New Homes Bonus' based on number of properties brought back into use)	58505	GC	100,000	-	-	-	-	50,000	50,000	-	-	(60,000)

**CABINET MEMBER FOR CUSTOMER SERVICES  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Scheme	Cost Centre	Lead Officer	Total Estimate £	CAPITAL ESTIMATES							ANNUAL REVENUE COSTS	
				Prior to 1.4.2014 £	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £	Interest Foregone/ Cost of Borrowing £	Net Other £
					Original £	Current £						
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
<b>FUTURE PROGRAMME (continued)</b>												
<i><b>Housing Renewal Assistance</b></i>												
<i><u>Discretionary Grants</u></i>												
Home Repair Assistance Grants	58506	GC	225,000	-	-	-	-	75,000	75,000	75,000	24,300	-
<i><u>Mandatory Grants</u></i>												
Disabled Facilities Grants (Government Grant allocation anticipated at £550,000 p.a.)	58049	GC	2,250,000	-	-	-	-	750,000	750,000	750,000	64,800	-
<i><b>Theatres</b></i>												
Capital improvements to Worthing Theatres (Funded from the Theatres Restoration Levy)	58507	AO	150,000	-	-	-	-	50,000	50,000	50,000	-	-
<i><b>Contingency: Inflation and Fluctuations</b></i>	58025		1,000	-	1,000	1,000	-	-	-	-	110	-
			4,226,000	-	1,000	1,000	-	1,425,000	1,425,000	1,375,000	111,260	(60,000)
<b>TOTAL</b>			7,265,400	225,800	1,457,200	1,101,700	1,462,900	1,675,000	1,425,000	1,375,000	205,630	(107,460)

**CABINET MEMBER FOR THE ENVIRONMENT  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Scheme	Cost Centre	Lead Officer	Total Estimate £	CAPITAL ESTIMATES							ANNUAL REVENUE COSTS	
				Prior to 1.4.2014 £	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £	Interest Foregone/ Cost of Borrowing £	Net Other £
					Original £	Revised £						
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
<b>COMMITTED SCHEMES - £100,000 AND UNDER</b>												
<b>Allotments</b>												
* Resurfacing of paths and access roads	58004	DM	49,500	-	49,500	-	49,500	-	-	-	5,350	-
<b>Beach House Park</b>												
Bowling Greens - Replacement of irrigation system	58212	AE	65,000	-	65,000	-	65,000	-	-	-	7,020	-
* New Pavilion - Renew electrical mains and rewiring	58212	HB	22,000	500	-	21,500	-	-	-	-	2,380	-
* Old Pavilion - Renew electrical mains and rewiring	58212	HB	22,000	500	-	21,500	-	-	-	-	2,380	-
* Reconstruction of western access road (Scheme added to Reserve List as works will be undertaken in future years)	58212	DM	-	-	66,000	-	-	-	-	-	-	-
<b>Boundary Signs</b>												
Replacement of existing boundary signs on main entry routes into Worthing and additional signs on the A27	58236	CM	42,000	-	-	-	42,000	-	-	-	4,540	-
<b>Car Parks</b>												
* Goring Road Car Park resurfacing	58234	DM	50,000	-	-	50,000	-	-	-	-	5,400	-
Surface Car Parks - Replacement of pay and display equipment	58234	SM	72,350	-	-	-	72,350	-	-	-	7,810	-
* Grafton Multi Storey Car Park - Renew asphalt to deck walkway	58123	HB	33,000	-	33,000	-	33,000	-	-	-	3,560	-
Multi Storey Car Parks - Renewal of CCTV	58123	HB	99,000	-	-	-	99,000	-	-	-	10,690	-

**CABINET MEMBER FOR THE ENVIRONMENT  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Scheme	Cost Centre	Lead Officer	Total Estimate £	CAPITAL ESTIMATES							ANNUAL REVENUE COSTS	
				Prior to 1.4.2014 £	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £	Interest Foregone/ Cost of Borrowing £	Net Other £
					Original £	Revised £						
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
<b>COMMITTED SCHEMES - £100,000 AND UNDER (continued)</b>												
<b>Compliance Service</b> Replacement of 2 vehicles (Invest to Save Partnership Scheme with Adur District Council. Total cost £28,000)	58220	AN	16,800	-	-	16,800	-	-	-	-	-	(2,380)
<b>Crematorium</b> # * Replacement and resiting of car park attendant's kiosk	58217	HB	19,800	-	19,800	-	19,800	-	-	-	2,140	-
<b>Davisons Leisure Centre</b> # Contribution to WSCC Scheme to refurbish the tennis courts to improve the drainage	58226	DA	30,000	-	15,000	-	30,000	-	-	-	3,240	-
# <b>Contribution to WSCC Scheme to replace the existing boilers and one hot water cylinder</b>	58226	DA	27,000	-	-	27,000	-	-	-	-	2,920	-
<b>Environmental Health Service</b> Replacement of 1 dog warden's van (Partnership scheme with Adur District Council. Total cost £18,000)	58221	AN	9,000	-	-	-	9,000	-	-	-	970	-
<b>Field Place</b> # * Main house refurbishment of toilets	58204	HB	36,000	-	36,000	36,000	-	-	-	-	3,890	-
# * <b>Main house renewal of asphalt roof</b>	58204	HB	24,200	-	-	-	24,200	-	-	-	2,610	-
# * The Barn - Renew specialist flooring in area and replace the bar	58204	HB	66,000	-	66,000	66,000	-	-	-	-	7,130	-

**CABINET MEMBER FOR THE ENVIRONMENT  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Scheme	Cost Centre	Lead Officer	Total Estimate £	CAPITAL ESTIMATES							ANNUAL REVENUE COSTS	
				Prior to 1.4.2014 £	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £	Interest Foregone/ Cost of Borrowing £	Net Other £
					Original £	Revised £						
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
<b>COMMITTED SCHEMES - £100,000 AND UNDER</b>												
<b>(continued)</b>												
<i>Field Place (continued)</i>												
#	58204	DA	30,000	12,520	-	17,480	-	-	-	-	-	(5,500)
Provision of a conference and training centre (Invest to save scheme to purchase the latest presentation technology)												
<i>Grounds Maintenance</i>												
	58218	AN	54,300	-	-	-	54,300	-	-	-	5,860	-
Machinery replacements - ride on mower and one tractor (Partnership scheme with Adur District Council. Total cost £90,500)												
	58218	AN	41,400	-	13,800	13,800	27,600	-	-	-	4,470	-
Replacement of 4 tippers (Partnership scheme with Adur District Council. Total cost £69,000)												
<i>Leisure Centre (Worthing)</i>												
# *	58205	HB	92,000	6,030	80,000	85,970	-	-	-	-	9,940	-
Replacement of service pipework												
<i>Parks and Open Spaces</i>												
	58237	AE	16,500	-	-	-	16,500	-	-	-	1,780	-
Broadwater Green - Replacement cricket net												
*	58227	DM	44,000	-	44,000	44,000	-	-	-	-	4,750	-
Brooklands Park - Stabilization of the lake bank adjacent to the toilet block (Works will prevent further deterioration of the banks which could collapse and cause flooding flooding upstream)												
*	58222	HB	30,200	-	30,200	-	30,200	-	-	-	3,260	-
Goring Recreation Ground - Renewal of a high level fence												

**CABINET MEMBER FOR THE ENVIRONMENT  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Scheme	Cost Centre	Lead Officer	Total Estimate £	CAPITAL ESTIMATES							ANNUAL REVENUE COSTS	
				Prior to 1.4.2014 £	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £	Interest Foregone/ Cost of Borrowing £	Net Other £
					Original £	Revised £						
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
<b>COMMITTED SCHEMES - £100,000 AND UNDER</b>												
<b>(continued)</b>												
<b>Parks and Open Spaces (Continued)</b>												
* Highdown Gardens - Resurfacing of vehicular access (Contribution of £18,300 from the Chapman Group)	58223	DM	55,000	-	55,000	-	-	55,000	-	-	3,960	-
Outdoor Fitness Equipment Areas (Pond Lane and seafront)	58229	AE	48,400	-	48,400	1,000	47,400	-	-	-	5,230	-
<b>Play Area Improvements</b>												
Dominion Open Space and Bourne Close Site	58224	AE	82,500	-	82,500	5,000	77,500	-	-	-	8,910	-
* Pond Lane Recreation Ground - Reconstruction of footway and NE access road	58215	DM	31,780	1,780	-	30,000	-	-	-	-	3,430	-
* Pond Lane Recreation Ground Pavilion - Renewal of roof covering	58215	HB	16,500	-	-	16,500	-	-	-	-	1,780	-
* Resurfacing and repair of hard surfaces	58003	DM	49,500	1,980	47,520	1,500	46,020	-	-	-	5,350	-
Traveller exclusion measures (Provision of bunds, ditches and barriers to reduce incursions on to Council land)	58216	AE	35,240	-	16,500	18,740	16,500	-	-	-	3,810	-
<b>Public Conveniences</b>												
Improvement and upgrading - Seafront sites (£10,000 funded from an external grant from Scope)	58225	HB	118,000	-	55,000	98,000	20,000	-	-	-	12,740	-

**CABINET MEMBER FOR THE ENVIRONMENT  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Scheme	Cost Centre	Lead Officer	Total Estimate £	CAPITAL ESTIMATES							ANNUAL REVENUE COSTS	
				Prior to 1.4.2014 £	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £	Interest Foregone/ Cost of Borrowing £	Net Other £
					Original £	Revised £						
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
<b>COMMITTED SCHEMES - £100,000 AND UNDER</b>												
<b>(continued)</b>												
<b>Public Conveniences</b>												
Improvement and upgrading - Guildbourne and seafront sites	58225	HB	55,000	-	55,000	-	55,000	-	-	-	5,940	-
<b>Refuse/Recycling Service</b>												
Provision of wheeled bins (Partnership scheme with Adur District Council. Total cost £20,000 p.a.)	58036	TP	25,440	6,930	12,720	5,790	12,720	-	-	-	2,750	-
<b>Refuse/Recycling Service</b>												
Replacement of 1 vehicle (Partnership scheme with Adur District Council. Total cost £49,500)	58208	AN	31,480	-	-	-	31,480	-	-	-	3,400	-
<b>Refuse/Recycling/Street Cleansing</b>												
Vehicle Communications and Data Transfer System (Partnership scheme with Adur District Council. Total cost £123,750)	58042	TP	78,580	71,330	-	7,250	-	-	-	-	8,490	-
<b>Splashpoint Leisure Centre</b>												
Purchase of an additional turnstile in the fitness suite and modification of reception turnstiles	58230	DA	30,000	-	-	30,000	-	-	-	-	3,240	-
Replacement of spinning bikes (Funded from revenue resources)	58230	DA	40,000	-	28,800	40,000	-	-	-	-	-	-
<b>Street Cleansing</b>												
Replacement of 2 vehicles (Partnership scheme with Adur District Council. Total cost £31,000)	58209	AN	18,790	-	18,790	18,790	-	-	-	-	2,030	-

**CABINET MEMBER FOR THE ENVIRONMENT  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Scheme	Cost Centre	Lead Officer	Total Estimate £	CAPITAL ESTIMATES							ANNUAL REVENUE COSTS	
				Prior to 1.4.2014 £	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £	Interest Foregone/ Cost of Borrowing £	Net Other £
					Original £	Revised £						
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
<b>COMMITTED SCHEMES - £100,000 AND UNDER (continued)</b>												
<b>Street Lighting</b> Enhancements in Conservation Areas or near Heritage Sites (Upgrade of WSCC street lighting)	58231	DM	30,000	-	30,000	-	30,000	-	-	-	3,240	-
<b>Tennis Courts</b> * Resurfacing Programme	58022	DM	41,000	-	41,000	-	41,000	-	-	-	4,430	-
<b>Worthing Leisure Centre</b> * Renewal of glazing in the nursery and café area (Funded from a Leisure Facilities Investment under the new Trust arrangements)	58205	HB	38,500	-	-	-	38,500	-	-	-	4,160	-
<b>Vehicle Workshop</b> Upgrade of MOT equipment (Partnership scheme with Adur District Council. Total cost £30,000)	58232	AN	18,000	-	18,000	-	18,000	-	-	-	1,940	-
			1,835,760	101,570	1,027,530	672,620	1,006,570	55,000	-	-	186,920	(7,880)
<b>COMMITTED SCHEMES - KEY DECISIONS</b>												
<b>Car Parks</b> Lyndhurst Road (West) Surface Car Park - Increased parking	58234	SM	275,000	-	-	-	275,000	-	-	-	29,700	-
Multi Storey Car Parks - Replacement of payment and barrier equipment	58234	SM	282,780	-	-	282,780	-	-	-	-	30,540	-

**CABINET MEMBER FOR THE ENVIRONMENT  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Scheme	Cost Centre	Lead Officer	Total Estimate £	CAPITAL ESTIMATES							ANNUAL REVENUE COSTS	
				Prior to 1.4.2014 £	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £	Interest Foregone/ Cost of Borrowing £	Net Other £
					Original £	Revised £						
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
<b>COMMITTED SCHEMES - KEY DECISIONS</b> (continued)												
<b>Brooklands Park</b> Replacement of Par 3 Club House (Funded from ring-fenced capital receipts)	58227	AE	225,000	-	-	-	225,000	-	-	-	3,310	-
<b>Cemeteries</b> Durrington Cemetery - Extension of burial space	58213	AE	349,310	36,100	-	13,210	300,000	-	-	-	37,730	-
<b>Crematorium</b> # Driveway works: i) Upgrade of ICT connection ii) Replacement of gas main * iii) Driveway resurface	58217	HB	305,200	11,070	300,200	50,000	244,130	-	-	-	32,960	-
<b>Provision of a car parking surface for the overflow car park</b>	58217	IR	126,000	-	-	-	126,000	-	-	-	13,610	-
<b>Field Place</b> Car Park extension to increase the number of parking spaces by 60 (Funded from a Leisure Facilities Investment under the new Trust arrangements)	58204	DA	132,000	-	-	-	132,000	-	-	-	7,130	-
<b>Grounds Maintenance</b> Provision of a storage building with solar panels at Commerce Way for grounds maintenance vehicles and equipment (Partnership scheme with Adur District Council. Total cost £250,000)	58233	HB	150,000	-	105,600	-	150,000	-	-	-	8,100	-

**CABINET MEMBER FOR THE ENVIRONMENT  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Scheme	Cost Centre	Lead Officer	Total Estimate £	CAPITAL ESTIMATES							ANNUAL REVENUE COSTS	
				Prior to 1.4.2014 £	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £	Interest Foregone/ Cost of Borrowing £	Net Other £
					Original £	Revised £						
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
<b>COMMITTED SCHEMES - KEY DECISIONS (continued)</b>												
<b>Homefield Park</b> Skate Park improvements to include an improved surface and the provision of a range of features/ramps to encourage a wider range of users. (£88,000 funded from S106 receipts)	58228	AE	165,000	-	77,000	-	165,000	-	-	-	8,320	-
<b>Play Area Improvements</b> The Gallops Open Space (£30,000 funded from S106 receipts)	58224	AE	103,900	-	-	-	103,900	-	-	-	7,980	-
<b>Refuse/Recycling</b> Replacement of 2 vehicles (Partnership scheme with Adur District Council. Total cost £324,820)	58208	AN	206,590	-	206,590	206,590	-	-	-	-	22,310	-
# <b>Worthing Leisure Centre</b> Replacement of current astroturf and convert the area into 6 pitches, upgrade the current changing area and install floodlighting (Invest to Save Scheme)	58205	DA	451,390	11,780	441,390	439,610	-	-	-	-	-	-
			2,772,170	58,950	1,130,780	992,190	1,721,030	-	-	-	201,690	-
<b>FUTURE PROGRAMME</b>												
<b>Car Parks</b> * Grafton MSCP - Renewal of lifts	58200	HB	209,000	-	-	-	-	209,000	-	-	22,570	-
* High Street MSCP - Renewal of lifts	58200	HB	209,000	-	-	-	-	-	209,000	-	22,570	-

**CABINET MEMBER FOR THE ENVIRONMENT  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 <b>Scheme</b>	<b>Cost Centre</b>	<b>Lead Officer</b>	<b>Total Estimate £</b>	<b>CAPITAL ESTIMATES</b>							<b>ANNUAL REVENUE COSTS</b>	
				<b>Prior to 1.4.2014 £</b>	<b>2014/2015</b>		<b>2015/2016 Estimate £</b>	<b>2016/2017 Estimate £</b>	<b>2017/2018 Estimate £</b>	<b>Future Years £</b>	<b>Interest Foregone/ Cost of Borrowing £</b>	<b>Net Other £</b>
					<b>Original £</b>	<b>Revised £</b>						
<b>Column Reference (1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>	<b>(8)</b>	<b>(9)</b>	<b>(10)</b>	<b>(11)</b>	<b>(12)</b>	<b>(13)</b>
<b>FUTURE PROGRAMME (continued)</b>												
<i>Environmental Health</i>												
Replacement of 1 dog wardens van (Partnership scheme with Adur District Council. Total cost £25,000)	18213	AN	12,500	-	-	-	-	12,500	-	-	1,350	-
<i>Field Place</i>												
<b>Tennis Courts - Resurfacing of surfaces (Funded from a Leisure Facilities Investment under the new Trust arrangements)</b>	<b>58204</b>	<b>DA</b>	<b>165,000</b>	-	-	-	-	<b>165,000</b>	-	-	<b>17,820</b>	-
<i>Grounds Maintenance Service</i>												
Replacement of 1 transit tipper (Partnership scheme with Worthing Borough Council. Total cost £23,500)	18207	AN	14,100	-	-	-	-	-	14,100	-	1,520	-
<i>Parks and Open Spaces</i>												
<b>Homefield Park - Installation of new public conveniences to replace the original amenity which has been demolished</b>	<b>58228</b>	<b>HB</b>	<b>99,000</b>	-	-	-	-	<b>99,000</b>	-	-	<b>10,690</b>	-
Play Area Improvements	58224	AE	311,700	-	-	-	-	103,900	103,900	103,900	23,940	-
Traveller exclusion measures (Provision of bunds, ditches and barriers to reduce incursions on to Council land)	58216	AE	49,500	-	-	-	-	16,500	16,500	16,500	5,350	-
<i>Refuse/Recycling Service</i>												
Provision of wheeled bins (Partnership scheme with Adur District Council. Total cost £20,000 p.a.)	58036	TP	25,440	-	-	-	-	12,720	12,720	-	2,750	-

**CABINET MEMBER FOR THE ENVIRONMENT  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Scheme	Cost Centre	Lead Officer	Total Estimate £	CAPITAL ESTIMATES							ANNUAL REVENUE COSTS	
				Prior to 1.4.2014 £	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £	Interest Foregone/ Cost of Borrowing £	Net Other £
					Original £	Revised £						
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
<b>FUTURE PROGRAMME (continued)</b>												
<b>Refuse/Recycling/Street Cleansing</b> Replacement of vehicles for the joint service (Partnership scheme with Adur District Council. Total cost £4,085,500)	58200	AN	2,590,910	-	-	-	-	1,988,080	602,830	-	279,820	-
<b>Worthing Leisure Centre</b> Complete electrical rewire of centre (Funded from a Leisure Facilities Investment under the new Trust arrangements)	58205	HB	264,000	-	-	-	-	-	264,000	-	28,510	-
<b>Worthing Leisure Centre</b> Renewal of flat roof areas (Funded from a Leisure Facilities Investment under the new Trust arrangements)	58205	HB	225,500	-	-	-	-	225,500	-	-	24,350	-
<b>VAT Provision</b>			926,650	-	926,650	-	926,650	-	-	-	100,080	-
<b>Contingency: Inflation and Fluctuations</b>	58044		84,020	-	23,000	10,520	23,500	26,000	24,000	-	9,070	-
			5,186,320	-	949,650	10,520	950,150	2,858,200	1,247,050	120,400	550,390	-
<b>TOTAL</b>			9,794,250	160,520	3,107,960	1,675,330	3,677,750	2,913,200	1,247,050	120,400	939,000	(7,880)

**CABINET MEMBER FOR HEALTH AND WELLBEING  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Scheme	Cost Centre	Lead Officer	Total Estimate £	CAPITAL ESTIMATES							ANNUAL REVENUE COSTS	
				Prior to 1.4.2014 £	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £	Interest Foregone/ Cost of Borrowing £	Net Other £
					Original £	Revised £						
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
<b>COMMITTED SCHEMES - £100,000 AND UNDER</b>												
<b>Environmental Health Service</b>												
Replacement of 1 pest control vehicle (Partnership scheme with Adur District Council. Total cost £33,500)	58221	AN	7,750	-	7,750	7,750	-	-	-	-	840	-
<b>Equalities</b>												
Disability Discrimination Act Improvements - Provision of minor alterations and improvements to Council properties	58301	HB	78,690	-	56,690	31,500	47,190	-	-	-	8,500	-
Disability Discrimination Act Improvements - Town Hall Gordon Room provision of a disabled access ramp (Works to be undertaken from the revenue budget)	58301	HB	-	-	53,000	-	-	-	-	-	-	-
<b>Public Health</b>												
Asbestos removal from Council buildings	58302	HB	41,870	-	24,500	-	41,870	-	-	-	4,520	-
			128,310	-	141,940	39,250	89,060	-	-	-	13,860	-
<b>COMMITTED SCHEMES - KEY DECISIONS</b>												
<b>Community Safety</b>												
Contribution to a West Sussex Local Authorities Partnership Transit Site for gypsies and travellers (£78,750 funded from HCA grant and £46,250 funded from the Reserves)	58235	JM	125,000	-	162,500	125,000	-	-	-	-	-	-
			125,000	-	162,500	125,000	-	-	-	-	18,380	-

**CABINET MEMBER FOR HEALTH AND WELLBEING  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Scheme	Cost Centre	Lead Officer	Total Estimate £	CAPITAL ESTIMATES							ANNUAL REVENUE COSTS	
				Prior to 1.4.2014 £	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £	Interest Foregone/ Cost of Borrowing £	Net Other £
					Original £	Revised £						
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
<b>FUTURE PROGRAMME</b>												
<b>Equalities</b>												
Disability Discrimination Act Improvements - Provision of minor alterations and improvements to Council properties	58301	HB	66,000	-	-	-	-	22,000	22,000	22,000	7,130	-
<b>Public Health</b>												
Asbestos removal from Council buildings	58302	HB	49,500	-	-	-	-	16,500	16,500	16,500	5,350	-
<b>Contingency: Inflation and Fluctuations</b>	58399		4,500	-	1,500	1,500	1,000	1,000	1,000	-	490	-
			120,000	-	1,500	1,500	1,000	39,500	39,500	38,500	12,970	-
<b>TOTAL</b>			373,310	-	305,940	165,750	90,060	39,500	39,500	38,500	45,210	-

**CABINET MEMBER FOR REGENERATION  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Scheme	Cost Centre	Lead Officer	Total Estimate £	CAPITAL ESTIMATES							ANNUAL REVENUE COSTS	
				Prior to 1.4.2014 £	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £	Interest Foregone/ Cost of Borrowing £	Net Other £
					Original £	Current £						
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
<b><u>COMMITTED SCHEMES - £100,000 AND UNDER</u></b>												
<b><i>Foreshore Management</i></b>												
* Promenade - Resurfacing of areas between George V Avenue and pier	58000	DM	16,500	-	16,500	-	16,500	-	-	-	1,780	-
<b><i>Regeneration</i></b>												
Contribution to WSCC scheme to pedestrianise the area at the Montague Street end of Portland Road (Funded from S106 receipts)	58068	CM	19,500	-	19,500	-	-	19,500	-	-	-	-
<b><i>Worthing Pier</i></b>												
* Refurbishment of deck light fittings	58510	HB	26,000	-	26,000	26,000	-	-	-	-	2,810	-
* Replacement of pier decking	58510	DM	22,000	-	22,000	-	22,000	-	-	-	2,380	-
			84,000	-	84,000	26,000	38,500	19,500	-	-	6,970	-
<b><u>COMMITTED SCHEMES - KEY DECISIONS</u></b>												
<b><i>Coast Protection</i></b>												
Strategic Monitoring Project for the South East Phases 3 and 4. Contribution to the partnership scheme between Maritime Authorities (Funded by the Environment Agency)	58403	DM	182,980	42,980	17,500	17,500	17,500	17,500	17,500	70,000	-	-
<b><i>Foreshore Management</i></b>												
Purchase and installation of new beach huts (Invest to Save Scheme)	58000	HB	145,000	9,130	121,000	110,170	25,700	-	-	-	-	(17,585)

**CABINET MEMBER FOR REGENERATION  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Scheme	Cost Centre	Lead Officer	Total Estimate £	CAPITAL ESTIMATES							ANNUAL REVENUE COSTS	
				Prior to 1.4.2014 £	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £	Interest Foregone/ Cost of Borrowing £	Net Other £
					Original £	Current £						
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
<b>COMMITTED SCHEMES - KEY DECISIONS (continued)</b>												
<b>Economic Development</b> Active Seafront Zone - Environmental improvements (£300,000 funded from WSCC Kickstart Grant and £25,000 funded from S106 receipts)	58404	LS	381,100	69,370	205,000	191,730	120,000	-	-	-	6,060	-
			709,080	121,480	343,500	319,400	163,200	17,500	17,500	70,000	6,060	(17,585)
<b>Contingency: Inflation and Fluctuations</b>	58499		2,000	-	2,000	2,000	-	-	-	-	220	-
			2,000	-	2,000	2,000	-	-	-	-	220	-
<b>TOTAL</b>			795,080	121,480	429,500	347,400	201,700	37,000	17,500	70,000	13,250	(17,585)

**CABINET MEMBER FOR RESOURCES  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Scheme	Cost Centre	Lead Officer	Total Estimate £	CAPITAL ESTIMATES							ANNUAL REVENUE COSTS	
				Prior to 1.4.2014 £	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £	Interest Foregone/ Cost of Borrowing £	Net Other £
					Original £	Current £						
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
<b>COMMITTED SCHEMES - £100,000 AND UNDER</b>												
<b>Admin Buildings</b>												
* Commerce Way - Renewal of main office building roof covering (Contribution to Adur District Council scheme. Total cost £27,500)	58607	HB	13,750	-	13,750	13,750	-	-	-	-	1,490	-
* Commerce Way - Renewal of boilers (Contribution to Adur District Council scheme. Total cost £20,000)	58607	HB	10,000	-	-	10,000	-	-	-	-	1,080	-
<b>Courier Service</b>												
Vehicle replacement (Partnership scheme with Adur District Council. Total cost £17,500)	58624	AN	10,500	-	-	-	10,500	-	-	-	1,130	-
<b>Democratic Services</b>												
Purchase of elections equipment (Funded from the Cabinet Office Grant)	58621	TB	5,560	-	-	5,560	-	-	-	-	-	-
Purchase of a new Electoral Services software system	58621	TB	15,000	-	-	15,000	-	-	-	-	1,620	-
<b>Information and Communications Technology</b>												
EDRMS - Electronic Document and Records Management System Phase 2 (Partnership scheme with Adur District Council. Total cost £50,000. Funded from Planning Delivery Grant)	58056	CS	26,500	7,720	-	5,530	13,250	-	-	-	-	-
Financial Management System Total licence extension (Partnership scheme with Adur District Council. Total cost £46,310)	58060	JACR	18,660	-	18,660	18,660	-	-	-	-	2,020	-

**CABINET MEMBER FOR RESOURCES  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Scheme	Cost Centre	Lead Officer	Total Estimate £	CAPITAL ESTIMATES							ANNUAL REVENUE COSTS	
				Prior to 1.4.2014 £	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £	Interest Foregone/ Cost of Borrowing £	Net Other £
					Original £	Current £						
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
<b>COMMITTED SCHEMES - £100,000 AND UNDER (continued)</b>												
<i>Information and Communications Technology (continued)</i>												
Human Resources/Payroll - Renewal of licence (Partnership scheme with Adur District Council. Total cost of a 5 year licence renewal £49,400)	58620	SG	26,180	-	26,180	26,180	-	-	-	-	2,830	-
<i>Invest to Save Schemes</i> General Provision	58604	SG	74,500	-	74,500	-	-	74,500	-	-	8,050	-
<i>Properties</i> 2 The Waterfront (23 Eirene Road) - Improvement works (Works not required as the property has been sold)	58066	BC	-	-	52,000	-	-	-	-	-	-	-
Meadow Road Depot - Safety improvements to the road lay out	58619	BC	30,000	8,280	-	21,720	-	-	-	-	3,240	-
			230,650	16,000	185,090	116,400	23,750	74,500	-	-	21,460	-
<b>COMMITTED SCHEMES - KEY DECISIONS</b>												
<i>Admin Buildings</i> New Ways of Working - Portland House and Town Hall refurbishment	58616	HB	2,406,430	2,346,430	-	60,000	-	-	-	-	259,890	-

**CABINET MEMBER FOR RESOURCES  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Scheme	Cost Centre	Lead Officer	Total Estimate £	CAPITAL ESTIMATES							ANNUAL REVENUE COSTS	
				Prior to 1.4.2014 £	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £	Interest Foregone/ Cost of Borrowing £	Net Other £
					Original £	Current £						
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
<b>COMMITTED SCHEMES - KEY DECISIONS (continued)</b>												
<b>Admin Buildings (Continued)</b>												
Commerce Way Vehicle Workshop - Replacement of roof including the provision of solar panels (Contribution to Adur District Council Scheme. Total cost £253,000)	58607	HB	126,500	-	126,500	-	126,500	-	-	-	3,400	-
<b>Information and Communications Technology</b>												
CenSus Partnership - Provision for ICT schemes (CenSus ICT Partnership scheme)	58601	MG	180,000	-	100,000	83,000	97,000	-	-	-	19,440	-
Corporate ICT hardware and infrastructure replacement programme 2014/2015 and 2015/2016 (Partnership scheme with Adur District Council. Total cost 2014/2015 and 2015/2016 £336,250)	58055	MG	178,210	-	95,080	86,780	91,430	-	-	-	19,250	-
<b>Digital Strategy General Provision (Partnership scheme with Adur District Council. Total cost £215,000 to facilitate delivery of the digital strategy)</b>	<b>58625</b>	<b>PB</b>	<b>113,950</b>	-	-	-	<b>113,950</b>	-	-	-	<b>12,310</b>	-
<b>Investments</b>												
Investment in Local Government Association Municipal Bonds Agency	58622	SG	50,000	-	-	50,000	-	-	-	-	5,400	-

**CABINET MEMBER FOR RESOURCES  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Scheme	Cost Centre	Lead Officer	Total Estimate £	CAPITAL ESTIMATES							ANNUAL REVENUE COSTS	
				Prior to 1.4.2014 £	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £	Interest Foregone/ Cost of Borrowing £	Net Other £
					Original £	Current £						
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
<b>COMMITTED SCHEMES - KEY DECISIONS (continued)</b>												
<i>Investments (continued)</i>												
West Sussex Credit Union Corporate Membership - Share acquisition (Funded from Reserves)	58623	JM	25,000	-	-	25,000	-	-	-	-	-	-
<i>Properties</i>												
Solar Renewable Energy Projects Portland House - Solar array Assembly Hall - Solar photovoltaic system Worthing Leisure Centre - Solar array and water source heat pump and thermal store (Funded from energy savings)	58618	HB	368,500	-	368,500	-	368,500	-	-	-	-	-
			3,448,590	2,346,430	690,080	304,780	797,380	-	-	-	319,690	-
<b>FUTURE PROGRAMME</b>												
<i>Information and Communications Technology</i>												
Corporate hardware and infrastructure replacement programme (Partnership scheme with Adur District Council. Total cost £100,000 p.a.)	58055	MG	159,000	-	-	-	-	53,000	53,000	53,000	17,170	-
<i>Information and Communications Technology (continued)</i>												
CenSus Partnership - Provision for ICT schemes (Partnership scheme with CenSus Partners. Total cost £150,000 p.a.)	58601	MG	225,000	-	-	-	-	75,000	75,000	75,000	24,300	-

**CABINET MEMBER FOR RESOURCES  
THREE YEAR CAPITAL INVESTMENT PROGRAMME**

 Scheme	Cost Centre	Lead Officer	Total Estimate £	CAPITAL ESTIMATES							ANNUAL REVENUE COSTS	
				Prior to 1.4.2014 £	2014/2015		2015/2016 Estimate £	2016/2017 Estimate £	2017/2018 Estimate £	Future Years £	Interest Foregone/ Cost of Borrowing £	Net Other £
					Original £	Current £						
Column Reference (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
<i>Contingency: Inflation and Fluctuations</i>	58076		17,500	-	10,000	10,000	3,500	1,000	3,000	-	1,890	-
			401,500	-	10,000	10,000	3,500	129,000	131,000	128,000	43,360	-
<b>TOTAL</b>			4,080,740	2,362,430	885,170	431,180	824,630	203,500	131,000	128,000	384,510	-



**WORTHING'S**  
**CAPITAL SCHEMES**  
**RESERVE LISTS**

	Estimates £
<b>(a) <u>YEARS 4-7</u></b>	
<b><i>AFFORDABLE HOUSING</i></b>	
Partnership schemes with Registered Social Landlords to provide affordable housing (Annual provision)	500,000
<b><i>ASSEMBLY HALL</i></b>	
Boilers - Replacement of controls	20,000
Building - Repairs to asphalt roof	30,000
Dressing Rooms - Refurbishment	25,000
Flooring - New carpet and flooring to the main dance area, bar area, bar surround, foyer and reception area	39,600
Theatre - Renew blackout facilities	N/C
Theatre - Renewal of temporary storage rollalong units	N/C
Theatre - Re-upholstery of auditorium seating (stalls)	38,000
Theatre - Seating replacement	203,500
Theatre - Stage extensions	15,000
<b><i>CONNAUGHT THEATRE</i></b>	
Building - Repairs to asphalt roof	15,000
Building - Repairs to external brickwork and rendering	27,000
Dressing Rooms - Refurbishment	40,000
Theatre - Improvements to auditorium ventilation	N/C
<b><i>DENTON LOUNGE</i></b>	
Bar Area - Improvements	N/C
<b>N/C = Not Costed * = New Scheme</b>	

	Estimates £
<b>(a) YEARS 4-7 (continued)</b>	
<b>DENTON LOUNGE (continued)</b>	
Ceilings - Repairs and redecoration to ornate ceiling	40,000
Entrance - Provision of a canopy	N/C
Toilets - Refurbishment	22,000
<b>DISABLED FACILITIES GRANTS</b>	
* Mandatory grants for adaptations to private housing (Annual provision)	750,000
<b>HOUSING</b>	
Empty Properties - Provision of grants and loans to bring empty properties back into use (Annual provision)	50,000
<b>HOUSING RENEWAL ASSISTANCE</b>	
Discretionary grants and loans to finance home repairs and home insulation works (Annual provision)	75,000
<b>MUSEUM AND ART GALLERY</b>	
Building - Renewal of existing electrics	N/C
Refurbishment and redevelopment	6,350,000
Replacement of display cases	16,200
<b>PIER AND PAVILION</b>	
Dressing rooms - Refurbishment	30,000
Theatre - Improvements to auditorium ventilation	80,000
Windows - Replacement of office windows	32,000
<b>N/C = Not Costed * = New Scheme</b>	

	Estimates £
<b>(a) <u>YEARS 4-7</u> (continued)</b>	
<b><i>RICHMOND ROOM</i></b>	
Internal screen door - Replacement	27,500
Main hall ceiling - Replacement	22,000
Roof - Renewal of felt covering	51,700
<b><i>RITZ THEATRE</i></b>	
Auditorium - Provision of air conditioning	33,000
Building - Renewal of existing electrics	N/C
Fire escape - Replacement	15,000
Toilets - Refurbishment	15,500
<b><i>THEATRES</i></b>	
Replacement of operational vehicle	19,000
<b>N/C = Not Costed * = New Scheme</b>	

	Estimates £
<b>(a) <u>YEARS 4-7</u></b>	
<b>ALLOTMENTS</b>	
Chesswood Allotment Site - Provision of toilet facilities	20,000
Rolling programme of renewals to boundary and entrance fencing (Annual provision)	15,000
<b>BEACH HOUSE GROUNDS</b>	
Chalets - Replacement of front elevations	95,000
<b>BEACH HOUSE PARK</b>	
* Reconstruction of western access road	66,000
<b>BROOKLANDS</b>	
Provision of services (waste disposal, water and electricity)	25,000
Repair of surface water sewer Phase 2	81,000
<b>CAR PARKS</b>	
Buckingham Multi-Storey Car Park - Concrete repairs	250,000
Buckingham Multi-Storey Car Park - Major structural works	2,100,000
Buckingham Multi-Storey Car Park - Renew car parking deck surface coating	300,000
Grafton Multi-Storey Car Park - Concrete repairs to car park structure	100,000
Grafton Multi-Storey Car Park - Major structural works	5,200,000
Grafton Multi-Storey Car Park - Replace profilit glazing to stairways with new system	450,000
<b>N/C = Not Costed    * = New Scheme</b>	

<b>(a) <u>YEARS 4-7</u> (continued)</b>	<b>Estimates £</b>
<b>CAR PARKS</b> (continued)	
High Street Multi-Storey Car Park - Concrete repairs	50,000
High Street Multi-Storey Car Park - General replacement of doors, refurbishment of lift lobbies, floor repairs, etc.	250,000
High Street Multi-Storey Car Park - Major structural works	3,120,000
High Street Multi-Storey Car Park - Renew car parking deck surface coating	230,000
Teville Gate Multi-Storey Car Park - Major repairs and refurbishment	N/C
Teville Gate Multi-Storey Car Park - Renew proflit glazing panels	11,000
Teville Gate Multi-Storey Car Park - Resurface the top deck	88,000
<b>CEMETERIES</b>	
Durrington Cemetery - Phase 2 of the extension to provide burial space for the next 30 - 35 years	200,000
<b>CREMATORIUM</b>	
Main building fascias replacement	11,000
Toilet refurbishment	16,500
Window replacement	44,000
<b>CYCLE STRATEGY</b>	
Seafront Cycle Route Phase 3	256,000
Seafront Cycle Route Phase 4	35,000
<b>N/C = Not Costed    * = New Scheme</b>	

(a) <u>YEARS 4-7</u> (continued)	Estimates £
<b>HIGHWAYS</b>	
Graham Road access improvements	29,000
Reconstruction of highway at Dale Road	N/C
Upgrading and enhancing WSCC new or planned highway street lights in Conservation Areas or near to Heritage or Listed Buildings	100,000
<b>LIDO</b>	
Major substructure repairs	N/C
Renewal of hand rails	50,000
<b>OPERATIONAL VEHICLES</b>	
Provision for the replacement of operational vehicles for Adur District Council and Worthing Borough Council joint services (2018/2019 - 2020/2021)	66,300
* Provision for the replacement of vehicles for Worthing services	42,000
<b>PARKS AND OPEN SPACES</b>	
Boundary Fencing Replacements (Annual provision)	30,000
Hard surfaces refurbishment programme (Annual provision)	16,500
Play Areas - Rolling programme of replacements, upgrades and improvements to include outdoor fitness equipment (Annual provision)	100,000
Travellers Exclusion Measures - Provision of bunds, ditches, height barriers, gates, etc. to reduce incursions on to Council land (Annual provision)	16,500
<b>N/C = Not Costed    * = New Scheme</b>	

	<b>Estimates £</b>
<b>(a) <u>YEARS 4-7</u> (continued)</b>	
<b><i>PARKS AND OPEN SPACES</i> (continued)</b>	
West Durrington - Provision of a skateboard park	N/C
<b><i>PAVILIONS</i></b>	
Fernhurst Recreation Ground - Provision of a new pavilion	N/C
Highdown Field - Refurbishment of pavilion changing rooms	27,500
Highdown Field - Refurbishment of football pavilion	125,000
Hillbarn Recreation Ground - Separation of changing rooms and possible creation of public conveniences	N/C
<b><i>PUBLIC CONVENIENCES</i></b>	
Brooklands Western Road - Structural repairs	46,200
Selected refurbishment programme (Annual provision)	55,000
<b><i>REFUSE / RECYCLING / STREET CLEANSING</i></b>	
Provision for the replacement of vehicles for the joint service 2018/2019 - 2020/2021 (Partnership scheme with Adur District Council. Total cost £234,500)	142,110
Wheeled bins replacement programme - Annual provision (Partnership scheme with Adur District Council. Total annual provision £20,000)	12,720
<b><i>REPROVISION OF LEISURE FACILITIES</i></b>	
Refurbishment of the Durrington Leisure Centre	5,860,000
<b><i>SPLASH POINT LEISURE CENTRE</i></b>	
Pool terrace works phase 2	N/C
<b>N/C = Not Costed    * = New Scheme</b>	

**WORTHING RESERVE LISTS:**  
***Environment Portfolio***



	Estimates £
(a) <u>YEARS 4-7</u> (continued)	
<b>WORTHING LEISURE CENTRE</b>	
Athletics Track - Replacement	220,000
Building - Renew external cladding	15,000
Entrance - Provision of a canopy	N/C
Garages - Conversion to social use	N/C
General improvements - Annual provision	28,000
<b>N/C = Not Costed * = New Scheme</b>	

**WORTHING RESERVE LISTS:**  
**Health and Wellbeing Portfolio**



	Estimates £
<b>(a) <u>YEARS 4-7</u></b>	
<b>COMMUNITY CENTRES</b>	
Broadwater Community Centre - Contribution to new building	330,000
Broadwater Community Centre - Contribution to future scheme	50,000
<b>COMMUNITY DEVELOPMENT</b>	
West Durrington community leisure facility	N/C
West Durrington sports changing rooms/pavilion	300,000
<b>EQUALITIES</b>	
Disability Discrimination Act Improvements - Provision of minor alterations and improvements to Council properties (Annual provision)	22,000
<b>HEALTH PROTECTION</b>	
Asbestos removal from Council offices (Annual provision)	16,500
<b>N/C = Not Costed    * = New Scheme</b>	

	<b>Estimates £</b>
<b>(a) <u>YEARS 4-7</u></b>	
<b>COAST PROTECTION WORKS</b>	
Worthing Beach Management Plan Delivery	4,030,000
* Strategic Monitoring Project for the South East Phase 4. Contribution to the partnership scheme between Maritime Authorities (Funded by the Environment Agency)	70,000
<b>FORESHORE MANAGEMENT</b>	
Alinora Avenue Boat Launching Ramp - Extension to hard surface	14,300
Alinora Avenue Boat Launching Ramp - Renewal	N/C
Beach Huts - Refurbishment programme	126,000
Chalets and Kiosks - Renewal of fronts	60,000
Coastal Path (George V Avenue to Sea Lane, Goring) - Replacement	165,000
Inshore Water Speed Restriction/Byelaws Control Zone Markers - Replacement	15,000
Promenade - Provision of railing or walling along northern side	231,100
<b>(b) <u>LONG TERM LIST</u></b>	
<b>FORESHORE MANAGEMENT</b>	
Sea Wall - Extension westwards of Splash Point	N/C
<b>N/C = Not Costed * = New Scheme</b>	

	Estimates £
<b>(a) YEARS 4-7</b>	
<b>ADMIN BUILDINGS</b>	
<b>Commerce Way</b>	
Improvements to south car park area (Contribution to Adur District Council scheme)	N/C
<b>Portland House</b>	
Building - Provision of comfort cooling	N/C
Building - Replacement of soffits and fascias	38,500
Windows - Replacements	126,000
<b>Town Hall</b>	
Building - Provision of independent electrical metering	14,500
Committee Suite and Mayor's Parlour - Replace carpeting in rooms and all landing areas immediately outside on first floor	N/C
Goods lift - Reactivation	55,000
New Ways of Working Phase II - Upgrade listed toilets	N/C
Roofing - Renewal of asphalt roofs	26,000
Roofing - Renewal of slate roof coverings	168,000
Windows - Replacement of 2nd floor windows with double glazing	74,800
<b>INFORMATION AND COMMUNICATIONS TECHNOLOGY</b>	
Desktop equipment, software and infrastructure replacement (Partnership scheme with Adur District Council. Total annual provision £100,000)	53,000
<b>N/C = Not Costed    * = New Scheme</b>	

	Estimates £
<b>(a) YEARS 4-7 (continued)</b>	
<b>INFORMATION AND COMMUNICATIONS TECHNOLOGY</b> (continued)	
* CensuS ICT Partnership Schemes (Partnership scheme with Adur District Council. Total annual provision £150,000)	75,000
<b>OFFICE EQUIPMENT</b>	
Replacement of committee rooms conference microphones	25,000
<b>PROPERTY MANAGEMENT</b>	
<b>Colonnade House</b>	
Renewal of metal windows	39,000
<b>7 High Street</b>	
Renew roof covering	33,000
<b>Highdown Gardens Bungalow</b>	
Conversion of former staff accommodation	N/C
<b>Meadow Road</b>	
Main Building - Replace asbestos cement roofs/walls	88,000
Office - Windows renewal	49,500
Provision of wheeled bin storage facilities and demolition of existing building	49,500
South Boundary Wall - Rebuild	33,000
<b>Pier Southern Pavilion</b>	
Renew main electrical panel	25,000
<b>The Lodge Durrington Cemetery</b>	
Renew roof covering	18,000
<b>Sea Place Road</b>	
Access improvements to Yacht Club	N/C
<b>Woods Way</b>	
Renew roof coverings to industrial units	50,000
<b>N/C = Not Costed * = New Scheme</b>	



## GLOSSARY OF TERMS

<b><i>Band D Equivalents</i></b>	This term relates to one of the Council Tax Valuation Bands (see Council Tax). The Bands A to C and E to H are weighted to the equivalent of Band D. The derived band D Equivalent is used as a basis for calculating the Council Tax.
<b><i>Business Rates - (NNDR)</i></b>	A national rate levied on business and commercial property based upon rateable values measured every five years. Sums collected are paid to Central Government and redistributed to local authorities via the Business Rate Retention Scheme. The scheme allows the Council to retain a proportion of the total NNDR received. The Local Authority share is 40% with the remainder paid to the precepting body – West Sussex County Council (10%) and Department of Communities and Local Government (50%)
<b><i>Capital Charges</i></b>	Capital charges are borne by service revenue accounts. They comprise a depreciation charge for the use of tangible fixed assets, plus any impairment resulting from a significant decline in a fixed asset's market value, obsolescence or physical damage.
<b><i>Capital Expenditure</i></b>	Expenditure exceeding £10,000 in value on the creation, acquisition or enhancement of a fixed asset, or a rolling programme of improvements. A fixed asset is one which yields benefits to the local authority for a period exceeding one year.
<b><i>Capital Financing Requirement</i></b>	The Capital Financing Requirement (CFR) measures the Councils' underlying need to borrow for capital purposes - i.e. capital expenditure funded from external borrowing or other credit arrangements. The CFR is derived from the amounts held in the Balance Sheet relating to capital expenditure and financing, being the amounts shown for non-Current Assets, Long-term debtors for capital transactions, the Revaluation Reserve, the Capital Adjustment Account, Donated Assets Reserve and any other balances treated as capital expenditure.
<b><i>Capital Receipts</i></b>	Income exceeding £10,000 from the sale of land and buildings or other assets, which can be used to finance capital expenditure.
<b><i>Capital Strategy</i></b>	A corporate document setting out the policy framework for managing assets and deploying capital resources. It operates through strong partnership working to address corporate priorities.
<b><i>Collection Fund</i></b>	A fund administered by Adur and Worthing Councils as billing authority (each District Council in the County area is a billing authority). All proceeds from Council Tax are paid into the fund to meet the net budget requirements of the County, Police and Crime Commissioner, and District Council for the area (see note on Precepts).
<b><i>Corporate Management</i></b>	Corporate Management includes the head of paid service (Chief Executive), maintaining statutory registers, providing information to members of the public (e.g. Freedom of Information requests) Statement of Accounts and government returns, external audit, bank charges, treasury management costs and costs associated with supporting local partnerships.

## GLOSSARY OF TERMS

<b><i>Council Tax</i></b>	Council Tax is paid on most residential properties in a local authority's area. Properties are valued within eight valuation bands (A - H). Households of two or more adults normally pay the whole bill. Single adult households receive a personal discount of 25% of the bill.
<b><i>Council Tax Benefit</i></b>	An income related social security benefit designed to help people with low income to pay their Council Tax. It is administered and paid for by local authorities.
<b><i>DCLG</i></b>	Department for Communities and Local Government, the Central Government department which oversees the affairs and finances of local government.
<b><i>Debt Limit for Housing Revenue Account (HRA)</i></b>	With the introduction of Self-Financing for the Housing Revenue Account, the DCLG imposed debt limits for housing authorities in order to regulate public sector borrowing. For Adur Council the debt limit is £68.912m, and represents the maximum permitted amount of debt outstanding at any time to fund HRA capital expenditure.
<b><i>External Finance From Government</i></b>	The value of financial support received from Central Government via the Revenue Support Grant, Specific Grants and a contribution from the Business Rates Retention Scheme.
<b><i>Fixed Assets</i></b>	Land, building and equipment which have a value to the Council for more than one year.
<b><i>Housing Investment Programme (HIP)</i></b>	The HIP is prepared annually together with Housing Strategy updates for the Council. The three year housing investment programme is submitted to the DCLG as a basis for distributing Housing Specified Capital Grants and Supported Capital Expenditure.
<b><i>Housing Revenue Account (HRA)</i></b>	A ring-fenced account of all expenditure in respect of Adur Council's housing stock.
<b><i>Joint Strategic Committee</i></b>	On 25 <sup>th</sup> July, 2007 Adur District Council and Worthing Borough Council agreed to embark on an extensive programme of partnership working. This committee has been set up with Members of both Councils to manage the services that are working in partnership.
<b><i>Non-distributed Costs</i></b>	Non-distributed costs include backfunded retirement benefit costs, redundancy payments and pension added years.
<b><i>Outturn</i></b>	The actual expenditure for a particular period.
<b><i>Precepts</i></b>	The County Council and Police and Crime Commissioner make a charge, or "precept", on the District (Borough) Council's Collection Fund for the share of their net budget requirement relating to the borough's area. The net budget requirement is calculated after allowing for receipts from Formula Grant and Non-Domestic Rates.

## GLOSSARY OF TERMS

<b><i>Prudential Code for Capital Finance</i></b>	The Local Government Act 2003 provided for a major change in the way councils finance capital expenditure. From 1 <sup>st</sup> April, 2004, councils were given freedom under the CIPFA Prudential Code for Capital Finance in Local Authorities to determine their own borrowing for capital investment subject to the considerations of prudence, sustainability and affordability.
<b><i>Reserves</i></b>	Reserves are accumulated to finance future spending.
<b><i>Revenue Expenditure</i></b>	This is expenditure on recurring items, including the running costs of services and the financing of capital spending.
<b><i>Revenue Support Grant (RSG)</i></b>	A Government Grant which can be used to finance revenue expenditure on any service.
<b><i>Self-Financing for Housing Revenue Account (HRA)</i></b>	From 1 April 2012 the Localism Act replaced the former HRA subsidy system with a new self-financing regime for housing authorities. The new regime allows Adur Council more freedom to determine its own budget and retain its rental income, albeit some financial restrictions still apply, most notably around the use of Right To Buy (RTB) capital receipts and prudential borrowing limits
<b><i>Service Reporting Code of Practice (SRCOP)</i></b>	Service Reporting Code of Practice is an authoritative guide to financial accounting for local authorities. The Code provides a framework for local authority accounting.
<b><i>Subjective Analysis</i></b>	This is the analysis of income and expenditure by reference to its different sources e.g. employers pay.
<b><i>Vacancy Savings</i></b>	This is a target vacancy saving allocated to each service block but held centrally in Corporate Management. The achievement of these savings is dependant on staff turnover and the time lag that arises when vacancies are not filled immediately.
<b><i>Virement</i></b>	<p>The transfer of budget provision from one budget to another (usually restricted to a particular service) to reflect changes in service requirements and spending patterns (see the Borough Council's Financial Regulation A.26 below for details including limits for delegation to members and officers).</p> <p>A.26 (a) <i>A Strategic Director may, after consultation with the Chief Financial Officer, vire up to £10,000 within the approved revenue or capital budget.</i></p> <p>(b) <i>An Executive Member may vire up to £40,000 between any heads of income or expenditure within their approved revenue budget, or capital budget.</i></p>

## GLOSSARY OF TERMS

**Virement**

- (c) *The Executive may incur, without Council approval, expenditure not within the approved budget provided that the following criteria applies:*
  - (i) *The cost is to be met from contingency set up for the purpose; or*
  - (ii) *It is to be met from proven savings elsewhere in the revenue budget and does not exceed £100,000; or*
  - (iii) *It is to be met from proven savings in that financial year in the Capital programme and does not exceed £100,000 per project; and*
  - (iv) *The expenditure does not have the affect of changing Council policy.*
- (d) *Any proposal to vire, which is not covered in A26(c), must be approved by the Full Council.*

**Working Balance**

A sum set aside for purposes such as general contingencies and cash flow management.

**W.S.C.C.**

West Sussex County Council

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