



REPORT TO EXECUTIVE

PORTFOLIO AREA: FINANCE AND PERFORMANCE MANAGEMENT

Date of Meeting: 24 November 2008

Public

Key Decision: Yes

Recorded in Forward Plan: Yes

Inside Policy Framework

Title: BUDGET 2009/10 TO 2013/14
SUMMARY OF NEW REVENUE SPENDING PRESSURES

Report of: DIRECTOR OF CORPORATE SERVICES

Report reference: CORP64/08

Summary:

The report summarises the new revenue spending pressures and reduced income projections which will need to be considered as part of the 2009/10 budget process. The issues are to be considered in the light of the Council's corporate priorities ie Renaissance, Cleaner, Greener and Safer and Learning City.

Recommendations:

The Executive is asked to give initial consideration to the pressures contained within this report, for recommendation and forwarding to the relevant Overview and Scrutiny Committees as part of the budget consultation process.

Contact Officer: Shelagh McGregor

Ext: 7290

To: The Executive
24 November 2008

CORP64/08

BUDGET 2009/10 TO 2013/14 –
SUMMARY OF NEW REVENUE SPENDING PRESSURES

1. BACKGROUND INFORMATION AND OPTIONS

- 1.1 As part of the budget process for 2009/10, the Executive is asked to consider revenue spending pressures that have emerged as part of the current year budget process. The issues are to be considered in the light of the Council's corporate priorities ie Renaissance, Cleaner, Greener and Safer and Learning City.
- 1.2 This report considers proposals for revenue spending only. The capital proposals are contained in the capital report elsewhere on the agenda (CORP63/08).
- 1.3 At this stage, the Executive (and Overview and Scrutiny) are being asked for their initial views on whether the bids are supported in principle and, subject to available funding, should be progressed any further. The requests cannot be considered in isolation and need to be viewed alongside the current forecast budget position as set out below,

	2009/10	2010/11	2011/12	2012/13	2013/14
	£000	£000	£000	£000	£000
Recurring annual revenue deficit/(surplus) MTFP	(676)	(508)	(35)	416	869

- 1.4 The savings and additional income proposals considered in CORP65/08 should also be taken into account.
- 1.5 It is clear at this early stage that all of the pressures cannot be accommodated within existing resources (including use of reserves) and decisions will need to be made throughout the budget process to limit pressures to high priority and unavoidable issues to ensure that a balanced budget position is recommended to Council in February 2009.

2. SUMMARY OF NEW PRESSURES

- 2.1 In the light of the current forecast deficits, proposals for new spending have been kept to the minimum. The pressures in Table 1 are regarded as unavoidable or are the highest priority in meeting the Council's corporate objectives.

- 2.2 It should be noted that there are further pressures such as the results of the Triennial Pensions Revaluation in future years or the shared management arrangements /restructure costs and savings, which as not currently quantified and are not included at this stage.

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3. RECURRING REVENUE PRESSURES

- 3.1 Pro formas for the business case for each new pressure and how they fit in with the Council's priorities have been completed and considered and are attached as Appendices as reference in the Table. The following paragraphs provide information about the other pressures in the table.

3.2 Supplies and Services Inflation

This pressure covers the budgets most significantly constrained by the zero percent inflation application for Supplies and Services budget heading. The total of these add up to c£3.7m. The pressure identified applies to the worst hit budgets amounting to £114k. The specific budgets concerned are set out in REV9b.

3.3 Second Homes Discount

This pressure represents the potential pressure should the County Council implement the changes proposed to this scheme. The pressure represent the impact on Carlisle's budgets should the County reduce their contribution from 50 percent to 25 percent. Appendix REV10 provides the detail.

3.4 Treasury Management

Forecasts relating to the treasury management budget in 2009/10 are especially difficult at the present time due to the volatility arising from the credit crunch, which began in 2007 and then the global financial crisis of September/October 2008. Bank base rate was reduced earlier this month to 3%, a level not seen since 1955. There is a widespread expectation that it will fall even further in the months ahead. For this reason, it is even harder than usual to gauge the level of investment income accruing in the next financial year. An appropriate degree of caution therefore needs to be exercised in viewing the estimates now put forward although it does seem certain that investment income in 2009/10 will be substantially lower than in this financial year. Similarly, cash flows have been projected on the basis of the proposed spending plans in the budget reports and resources now projected as available. No account has been taken in the forecasts of any capital receipts beyond those already allowed for in the proposed capital programme.

3.5 Vacancy Management and Staff Turnover

The pressures here represent the estimated shortfall for 2008/09 recurring. If approved this will reduce the targets to a more achievable figure based on the 2008/09 position, however it does not address the potential larger shortfall predicted against the higher targets from 2009/10 onwards. These targets will be reviewed in the light of the shared management arrangements than are currently being considered.

4. PROJECTED INCOME SHORTFALLS

4.1 The individual Charges review reports are considered in detail elsewhere on the agenda (DS 140/08, CS94/08 and LDS70/08). These have been prepared in accordance with the principles set out in the Corporate Charging Policy (CCP). It should be noted that for the various reasons set out in the individual reports, the achievement of the CCP target of a 3.8% increase in annual income to be generated will be extremely challenging.

4.2 Car Parking

It is projected that the 2008/09 level of income generated will be £200k less than the original budget. The service has been reviewed and options to generate the increase as set out in the CCP have been presented in the Community Services Charges Review Report (CS94/08). The negative effect that increasing prices has on demand is incorporated within the projected levels of income. The Director of Community Services provides options for Members to consider at this meeting.

The MTFP assumes in 2009/10 an increase of 3.8% of the 2008/09 original estimate will be generated in line with the CCP, amounting to £1,611,000.

The potential future annual shortfalls range from a minimum of £205,200 to a maximum of £364,000.

4.3 Land Charges

The Charges Review Report elsewhere on the agenda (LDS70/08) provides the reasons why the current budgeted level of income for the next five-year period will not be met.

4.4 Development Control

Similarly to above the Charges Review Report (DS140/08) for Development Services projects a shortfall of circa £39k less than is included in the MTFP if the charges proposed are accepted.

5. NON RECURRING REVENUE PRESSURES

Current position against savings targets

5.1 Brampton Business Centre and Tele Centre

A recurring budget savings of £200k is included in the current MTFP from 2009/10 onwards. The pressure of £93k represents the Central Services cost which mostly relate to IT costs which have not separately been identified as part of the IT Shared Services Business Case. The impact on central services from reduced service levels needs to be considered corporately and will be looked at in detail as part of the shared management arrangements. In addition to the £93k there may also be some one off costs relating to the Centre closure and possibly some other costs which may stay with the Council. This will be clarified prior to the next budget reports being presented.

5.2 Arts and Events Review

A recurring saving of £50k is included in the current MTFP from 2009/10 onwards. The pressures set out in 2009/10 and 2010/11 relate to the initiatives which have been undertaken to make the savings not all applying immediately.

5.3 Tourism Review

As above a recurring saving of £75k is included in the current MTFP and whilst it is envisaged that these will be met in 2009/10 from a grant from Cumbria Tourism and Hadrian's Wall Limited, the future years position is not certain.

5.4 Community Services Review

A recurring budget saving of £153k per annum is included in the current MTFP. It is envisaged that if the recommendations proposed are approved that there will be a pressure in 2009/10 but that the target will be met from 2010/11 onwards.

5.5 ICT Shared Services Costs

This inclusion is to cover the one off costs identified in the Business when the initiative is implemented (approved by Council 9 September). The savings arising from this arrangement are included in the Savings Report (CORP65/08)

6. **OTHER POTENTIAL FUTURE RECURRING AND NON RECURRING REVENUE PRESSURES**

6.1 There are other pressures currently being highlighted in the Council's budget monitoring procedures, however the view of SMT is that these be contained within existing budgets and work is underway to achieve this. Some of the main issues are set out below.

6.2 Building Maintenance/Cleaning operations

Following organisational changes there is an expectation that external income will be generated in these service areas. In recent years this has not been achieved and during 2008/09 a service/efficiency review has been undertaken to address this issue.

6.3 Other potential Pressures

Other initiatives underway that are not currently included above, but which may also give rise to additional budgetary pressures are:

Customer Contact Centre Review, Theatre/Performing Arts Centre/Sands Events Venue, Triennial Pension Valuation, Job Evaluation impact (£3m is currently included as an estimate) and potential Regeneration Company/ LAV being set up.

The proposed shared management arrangements could also significantly impact on the revenue position of the authority.

7. CONSULTATION

7.1 The Senior Management Team, Heads of Service, the Strategic Planning Group and Joint Management Team have discussed the proposals.

7.2 Corporate Resources, Community and Infrastructure Overview and Scrutiny Committees will consider the requests at their meetings in November and December, and feedback any comments on the proposals under consideration to the Executive on 15 December, prior to the Executive issuing their draft budget proposals for wider consultation on 18 December.

8 RECOMMENDATIONS

8.1 The Executive is asked to give initial consideration to the proposals contained within this report, for recommendation and forwarding to the relevant Overview and Scrutiny Committees as part of the budget consultation process.

9. IMPLICATIONS

- Staffing/Resources – Individual requests have different staffing and resource implications
- Financial – as stated in the report and CORP62/08 elsewhere on the agenda the Council does not have the resources to address all the pressures highlighted. Decisions will need to be made regarding which pressures are included as part of the budget in the light of the Council's priorities. This will also involve considering where the resources are currently expended. The potential significant costs and savings which may arise from reorganisation either via shared services or an internal restructure are not currently included as the detail is not as yet known.
- Legal – None
- Corporate – SMT, JMT, Heads of Service and SPG have considered the issues over a number of weeks and the proposals contained within this report are those that are considered to contribute most towards the achievement of the corporate objectives.

- Risk Management – The budget issues being raised at this meeting clearly point to increasing pressures on the Council's budgets arising from the economic downturn, along with ongoing funding of priority services. The pressures cannot be met from existing resources and decisions will need to be taken to enable a balanced budget position to be reached.
- Equality Issues – None
- Environmental – Some of the bids have Environmental issues as set out in the pro-formas
- Crime and Disorder – N/A

ANGELA BROWN
Director of Corporate Services

Contact Officer: Shelagh McGregor

Ext: 7290

Reference
REV01
[Finance use only]

REVENUE BUDGET BID PRO FORMA 2008/09

Please complete the pro-forma and return to Shelagh McGregor as soon as possible but no later than the 14 September. Should you need any assistance please contact Shelagh McGregor (7290) or Alison Taylor (7280).

DIRECTORATE:	PPP/LDS
PORTFOLIO:	Learning and Development
PORTFOLIO HOLDER:	Cllr Earp
SERVICE HEAD:	David Williams/Ian Dixon
BID TITLE:	Elected Members Travel & Subsistence

Is this bid required to develop existing services	Y
To provide resources for service growth	N

Brief Description of Bid:

The budget for this is held in Democratic Services and yet is reported by Personnel and Development Services as a Member Allowance.

When the annual report on Member Allowances was sent to the Executive in May this year an overspend of £3,089 was reported. There had also been overspends on the Allowances Scheme budget for the previous two years (£5,486 in 2005/6 and £208 in 2006/7) and so it does appear that existing budgets are insufficient to meet costs. The report identified that the overspends are primarily because of the engagement by Members in training resulting in expenses over and above the amount allocated. Particularly so when there is actually no specific budget allocated in respect of expenses incurred in relation to subsistence.

The decision was made by the Executive that there should be a review of the allowance for travel and subsistence to see if it should be increased.

Propose that the LDS budget be increased by £3,000 per annum recurring (calculated by averaging the overspends incurred over last 3 years).

Objective and Outcome:

Appropriate budget thereby avoiding the declaration of overspends

Specific Impact on Corporate Priorities and Service Standards:

Not applicable

Will, or has, the proposal been the subject of a separate report to Members, including Overview and Scrutiny?

Yes, instruction from the Executive

Other Strategic Considerations:**Risk Assessment:**

N/a

Risk	Likelihood	Impact	Action to mitigate risk	
Operating Costs:		2008/09 £	2009/10 £	2010/11 £
Employees				
Premises				
Transport				
Supplies and Services				
Other				
Gross Cost			3,000	3,000

<u>Income</u>			
Fees and Charges			
Grants			
Other [Specify]			
Gross Income			
Net Cost to Revenue Budget			
Staffing levels contributing to employee costs:			
Value Added Tax:			
Quality Control – Date: (for Financial Services use only)			
Contact Officer:			
Telephone:			
e-mail:			
Agreed by Director:			

REVENUE BUDGET BID PRO FORMA 2009/10

Please complete the pro-forma and return to Shelagh McGregor as soon as possible but no later than the 14 September. Should you need any assistance please contact Shelagh McGregor (7290) or Alison Taylor (7280).

DIRECTORATE:	Legal and Democratic Services
PORTFOLIO:	Learning and Development
PORTFOLIO HOLDER:	Councillor B Earp
SERVICE HEAD:	I Dixon
BID TITLE:	Member IT Supplies

Is this bid required to develop existing services	Yes
To provide resources for service growth	No

Brief Description of Bid:

To provide funding for the revenue costs of supporting Members IT provision. Members are entitled to receive a PC and printer to enable them to carry out their duties as a Councillor. When the Members IT provision was introduced the capital cost of providing equipment was agreed but no consideration was given to the ongoing revenue costs of supporting the provision of IT equipment for Members.

Whilst the number of Members taking up PC's was small these costs could be accommodated in underspends on Departmental budgets but as the number of Members who have taken advantage of the offer has grown and the amount of information sent to Members or available to Members electronically has grown, the costs of supporting this provision has also risen. The bid is based on provision of 2 sets of colour cartridges and 3 black cartridges together with 1 box of A4 paper per Member, totalling £6,000.

Objective and Outcome:

To continue to provide equipment to support the provision of IT for Members in their homes.

Specific Impact on Corporate Priorities and Service Standards:

Learning City by increasing the amount of information available/sent to Councillors electronically, and impact on the City Council's ICT Strategy.

Will, or has, the proposal been the subject of a separate report to Members, including Overview and Scrutiny?

No

Other Strategic Considerations:**Risk Assessment:**

If funding cannot be obtained for the ongoing revenue costs of supporting Members IT, there is a risk that Members will stop using their PC's and printers.

Risk	Likelihood	Impact	Action to mitigate risk	
Members stop using Council IT facilities	Low	Low/Medium	Records taken of IT sundries supplied to Members	
Operating Costs:		2009/10 £	2010/11 £	2011/12 £
Employees				
Premises				
Transport				
Supplies and Services		6,000	6,000	6,000
Other				
Gross Cost		6,000	6,000	6,000

<u>Income</u>			
Fees and Charges			
Grants			
Other [Specify]			
Gross Income			
Net Cost to Revenue Budget	6,000	6,000	6,000
Staffing levels contributing to employee costs: <div style="text-align: center;">N/A</div>			
Value Added Tax: <div style="text-align: center;">N/A</div>			
Quality Control – Date: (for Financial Services use only)			
Contact Officer:	Ian Dixon		
Telephone: 81 7033			
e-mail: lanD@carlisle.gov.uk			
Agreed by Director:			

REVENUE BUDGET PRESSURE PRO FORMA 2009/10

Please complete the pro-forma and return to Alison Taylor as soon as possible but no later than the 10 October 2008. Please contact Alison on extension 7280 if you need any assistance.

DIRECTORATE:	Development Services
PORTFOLIO:	Health and Communities
PORTFOLIO HOLDER:	Councillor O Luckley
SERVICE HEAD:	Alan Eales
BID TITLE:	Housing Strategy – Fixed Term Posts

Is this bid required to develop existing services	Y/N
To provide resources for service growth	Y/N

Brief Description of Bid:

This bid is for the continuation of five fixed term posts that were put in place for the Housing Strategy 2005-10. The posts would continue for period up to 31/03/2015 covered by the Housing Strategy 2010-2015.

This bid needs to be viewed together with additional income through DFG fees

Objective and Outcome:

The objective is to enable the delivery of statutory functions, longer term projects and programmes of work under the Housing Strategy 2010-2015. The outcome would be the provision of services and homes to improve the lives of people in need.

The five posts are:

Principal Housing Officer (Homelessness/Hostels) – This post is key to the development of the 'Centre of Excellence' project and delivery of the statutory homelessness services.

Homelessness Officers x2 – Both of these posts deal with the authorities statutory homelessness functions.

Housing Enabling Officer – This post is key to the provision of affordable housing in both urban and rural communities.

Housing Research Officer – This post enables us to delivery on our statutory function of identifying housing need in the community.

The posts currently are funded to 31/03/2010. Funding for all five posts would be £158,000 per annual (based on 2010/11 salary costs).

Specific Impact on Corporate Priorities and Service Standards:

The Corporate Improvement Plan identifies the right for “everyone to live in a decent home”. As a key corporate document the Housing Strategy requires service capacity to ensure delivery of the targets within it.

Statutory service provision will decline as a result of this capacity not continuing.

Will, or has, the proposal been the subject of a separate report to Members, including Overview and Scrutiny?

Regular reporting on the performance of the Housing Strategy 2005-10 has been to the Community Overview and Scrutiny Committee including details of service capacity.

Other Strategic Considerations:

Key strategic considerations include ability to deliver the council's statutory homelessness duties together with delivery of linked mayor projects. Such as the 'Centre of Excellence' to improve the homelessness and hostels service as well as the temporary accommodation for homeless people. Affected will also be the ability to enable the provision of affordable housing and identifying need.

Risk Assessment:

Risk	Likelihood	Impact	Action to mitigate risk
Revenue budget shortfall due to reduction in pitches	Likely	Significant	Build in an allowance for the implementation of the site management
1) Posts not confirmed	Likely	Significant	Continue funding of posts
2) Housing Strategy Programme not delivered including statutory functions and projects due to posts not being confirmed	Likely	Significant	Continued funding of posts

3) If posts not funded increasing workload would impact on other staff in Council – customer contact centre	Likely	Significant	Fund Posts
4) There would be capacity issues in delivering the Hostels development project & the service in it	Likely	Significant	Fund Posts
5) There would be an impact in the ability of the homeless service to deal with the levels of homelessness (incl, credit crunch & repossessions)	Likely	Significant	Fund Posts
6) Council may employ external consultants to carry out the functions as demand increases	Likely	Significant	Fund posts

Operating Costs:	2009/10 £	2010/11** £	2011/12 £	2012/13 £	2013/14* £
Employees		158,000	158,000	158,000	158,000**
Premises					
Transport					
Supplies and Services					
Other					
Gross Cost		158,000	158,000	158,000	158,000
<u>Income</u>					
Fees and Charges					
Inspections		(1,500)	(1,500)	(1,500)	(1,500)
Licensing		(41,500)	(41,500)	(41,500)	(41,500)
		(17,000)	(17,000)	(17,000)	(17,000)
DFG					
Grants					
Other [Specify]					
Gross Income					
Net Cost to Revenue Budget		98,000	98,000	98,000	98,000
<p>Staffing levels contributing to employee costs: Currently the five posts are key to the service structure and included in costs. If posts not replaced then staffing levels are reduced.</p>					
Value Added Tax:					

Quality Control – Date: (for Financial Services use only)

Contact Officer:	Simon Taylor
Telephone:	01228 817327
E-mail:	SimonT@carlisle.gov.uk

Agreed by Director:

* Programme continued to 31/03/2015 £158,000

** 3% annual increase not included

Additional information on Housing Strategy 2010-15, a review of achievements to date and housing statutory duties/projects available.

Reference
REV03b
 [Finance use only]

REVENUE BUDGET PRESSURE PRO FORMA 2009/10

Please complete the pro-forma and return to Alison Taylor as soon as possible but no later than the 10 October 2008. Please contact Alison on extension 7280 if you need any assistance.

DIRECTORATE:	Development Services
PORTFOLIO:	Health and Communities
PORTFOLIO HOLDER:	Councillor O Luckley
SERVICE HEAD:	Alan Eales
BID TITLE:	Housing Strategy – Technical Officer

Is this bid required to develop existing services	Y/N
To provide resources for service growth	Y/N

Brief Description of Bid:

To ensure the continued improvement of the current housing stock by increasing the amount of work done in relation to Fuel Poverty; Home Energy Conservation Act; Landlords Accreditation Scheme and bringing empty homes back into use. Continue work on Group Repair Schemes throughout the city, and also meet the ever-increasing demand for Disabled Facilities Grants (DFGs), which is an issue that relates to the Local Area Agreement stretch target, in reducing the timescale in dealing with DFGs. .

Objective and Outcome:

Reduce the number of people living in poor housing by reducing Fuel Poverty, increasing the number of homes meeting the Decent Homes standard (the minimum housing standard). Improve the standard of management in the private rented sector, by accrediting local landlords. Reduce the number of empty homes in Carlisle and increase the amount of council tax paid on current empty homes.

Specific Impact on Corporate Priorities and Service Standards:

“Everyone should have the opportunity of living in a decent home”. This will assist in achieving a balanced housing market, and will also have a positive health impact if we assist in improving the housing stock. Re-use empty homes, reduce the number of non-decent homes, thermal comfort improvement.

In addition, this post will assist in meeting the Council's targets on CO2 emissions, by tackling the lack of Thermal Comfort in the housing stock, and dealing with the increasing problem of Fuel Poverty in vulnerable households.

Will, or has, the proposal been the subject of a separate report to Members, including Overview and Scrutiny?

Yes, the proposal will progress through Executive and Overview and Scrutiny Committees as part of the budget process.

Other Strategic Considerations:

This process will fit with the Housing Strategy 2010-2015 and will assist the council in bidding for additional capital funding for central government, specifically in relation to Disabled Facilities Grant.

It is also directly linked to the additional income from DFG admin fees, and this post will help to generate additional income, which can then off-set the cost of providing this additional post.

Risk Assessment:

This bid needs to be assessed in conjunction with the Capital and Revenue bids for Additional Income Form for DFG's and the Capital Bid Form.

Risk	Likelihood	Impact	Action to mitigate risk
Revenue budget shortfall due to reduction in pitches	Likely	Significant	Build in an allowance for the implementation of the site management
1) Do not fund post	High	Significant	Provide funding for post.

Operating Costs:	2009/10 £	2010/11 £	2011/12 £	2012/13 £	2013/14* £
Employees	28,500	28,500	28,500	28,500	28,500
Premises	**				
Transport					
Supplies and Services					
Other					
Gross Cost					
<u>Income</u>					
Fees and Charges					
Grants (DFG)	28,500	28,500	28,500	28,500	28,500
Other [Specify]					
Gross Income					
Net Cost to Revenue Budget					
<p>* To run in conjunction with the 2010/15 Housing Strategy. ** Bid figure does not include annual uplift *** Linked to additional income form</p> <p>N.B Additional information on Housing Strategy 2010-15, a review of achievements to date and housing statutory duties/projects available. Staffing levels contributing to employee costs:</p>					
Value Added Tax:					
Quality Control – Date: (for Financial Services use only)					
Contact Officer:	Simon Taylor				
Telephone:	01228 817327				
E-mail:	SimonT@carlisle.gov.uk				

Agreed by Director:

REVENUE BUDGET PRESSURE PRO FORMA 2009/10

Please complete the pro-forma and return to Alison Taylor as soon as possible but no later than the 10 October 2008. Please contact Alison on extension 7280 if you need any assistance.

DIRECTORATE:	Development Services
PORTFOLIO:	Health and Communities
PORTFOLIO HOLDER:	Councillor O Luckley
SERVICE HEAD:	Alan Eales
BID TITLE:	Housing Strategy – Homelessness Service and Hostels

Is this bid required to develop existing services	Y/N*
To provide resources for service growth	Y/N

Brief Description of Bid:

This bid is for an operational budget to fund its running of the statutory homelessness services as well as covering costs associated with the Families Hostel development and increased occupancy costs. To-date the service running (excluding staff salaries) has been subsidised by using the preventative homelessness grant, which is recieved from central government. The council as been criticised by the special homelessness advisor for the North-West for not using this grant for its intended purpose which is to fund measures to prevent homelessness. The grant could be reduced or withdrawn if it is not used to wholly fund preventative homeless measures.

This bid should be read in conjunction with the form on additional income from Homelessness and Hostels.

Objective and Outcome:

The objective is to ensure that the statutory service for homelessness is able to operate with a budget as well as covering costs associated with the families hostel development and increased occupancy rates.

The outcome would be that the statutory service can continue as one that can function and deliver required services as well as enabling extra costs associated with the families hostel development to be covered.

Specific Impact on Corporate Priorities and Service Standards:

This is a statutory service which the council is obliged to provide.

The corporate improvement plan identifies that "Everyone is entitled to live in a decent home".

Will, or has, the proposal been the subject of a separate report to Members, including Overview and Scrutiny?

Regular reports of the homelessness service performance has been made as part of the reporting on the Housing Strategy 2005-10 to Community Overview and Scrutiny Committee. Reports relating to the Families hostel development have been taken to Executive and Full Council in July 2008.

Other Strategic Considerations:

Provision of a statutory service for homeless people, including emergency and temporary accommodation is a key responsibility of the authority. The annual preventative grant is required to be spent on measures that prevent homelessness and that contribute to the government targets for homelessness.

Risk Assessment:

Risk	Likelihood	Impact	Action to mitigate risk
Revenue budget shortfall due to reduction in pitches	Likely	Significant	Build in an allowance for the implementation of the site management
1) That funding is not available for the service	Likely	Significant	Enable funding of operational part of service.
2) That homelessness service cannot function properly	Likely	Significant	Take funding from another will impact on other service delivery.
3) That increased costs at the hostel cannot be met	Likely	Significant	Enable funds to be used to meet these costs

Operating Costs:	2009/10 £	2010/11 £	2011/12 £	2012/13 £	2013/14* £
Employees	5,000	5,000	5,000	5,000	5,000
Premises	10,000	10,000	10,000	10,000	10,000
Transport					
Supplies and Services	10,000	10,000	10,000	10,000	10,000
Other					
Gross Cost					
<u>Income</u>					
Fees and Charges	25,000**	25,000**	25,000**	25,000**	25,000**
Grants					
Other [Specify]					
Gross Income					
Net Cost to Revenue Budget	0	0	0	0	0

* Housing Strategy takes us up to 31/03/2015.

** Linked to additional income form for hostel income

Additional information on Housing Strategy 2010-15, review of achievements to date and housing statutory duties/projects available.

Staffing levels contributing to employee costs:

Value Added Tax:

Quality Control – Date: (for Financial Services use only)

Contact Officer: Simon Taylor

Telephone: 01228 817327

E-mail: SimonT@carlisle.gov.uk

Agreed by Director:

Reference
REV3d
[Finance use only]

REVENUE BUDGET PRESSURE PRO FORMA 2009/10

Please complete the pro-forma and return to Alison Taylor as soon as possible but no later than the 10 October 2008. Please contact Alison on extension 7280 if you need any assistance.

DIRECTORATE:	Development Services
PORTFOLIO:	Health and Communities
PORTFOLIO HOLDER:	Councillor O Luckley
SERVICE HEAD:	Alan Eales
BID TITLE:	Homeless Hostel Income

Is this bid required to develop existing services	
To provide resources for service growth	

Brief Description of Bid:

This budget pressure relates to the target figure set for income to the Homeless hostels. The Corporate Charge increase in charges for 09/10 calculates an increase in Supporting People grant at 3.8%. This is an external grant distributed by Government through Cumbria County Council to providers of support services which has previously been financed. The increase of 3.8% is applicable to rents and personal charges.

The current target for 2009/10 is £666,700, made up as follows

	London Road	John Street	Homeshares	Total
Supporting People Grant	15500	157300	37600	210400
Rents & Housing Benefit	84100	199800	72000	355900
Budget per Charges Report	99600	357100	109600	566300
Additional Grant used to fund 3 posts	76000			76000
Inflation 3.8%	6673	13570	4165	24407
Total Target for 2009/10	182273	370670	113765	666707

The 3.8% increase should not apply to the Supporting People Grant of £210,400 + £76,000 = £286,400.

It should only apply to £355,900 giving an increase of £13,524 and not £24,407, hence a pressure of £11,000

Total income is £286,400 + £355,900 + £13,524 = **£655,824**.

Objective and Outcome:

The objective and outcome is to provide the correct target for income for the service.

Specific Impact on Corporate Priorities and Service Standards:

Will, or has, the proposal been the subject of a separate report to Members, including Overview and Scrutiny?

Other Strategic Considerations:

Risk Assessment:

Risk	Likelihood	Impact	Action to mitigate risk

Operating Costs:	2009/10 £	2010/11 £	2011/12 £	2012/13 £	2013/14 £
Employees					
Premises					
Transport					
Supplies and Services					
Other					
Gross Cost					
<u>Income</u>					
Fees and Charges	369,424				
Grants	286,400				
Other [Specify]					
Gross Income	655,824				
Net Cost to Revenue Budget	11,000				
<p>Staffing levels contributing to employee costs: Currently the five posts are key to the service structure and included in costs. If posts not replaced then staffing levels are reduced.</p>					
Value Added Tax:					
Quality Control – Date: (for Financial Services use only)					
Contact Officer:	Simon Taylor				
Telephone:	01228 817327				
E-mail:	SimonT@carlisle.gov.uk				

Agreed by Director:

* Programme continued to 31/03/2015 £158,000

** 3% annual increase not included

Additional information on Housing Strategy 2010-15, a review of achievements to date and housing statutory duties/projects available.

Reference
REV03e
 [Finance use only]

REVENUE BUDGET PRESSURE PRO FORMA 2009/10

Please complete the pro-forma and return to Alison Taylor as soon as possible but no later than the 10 October 2008. Please contact Alison on extension 7280 if you need any assistance.

DIRECTORATE:	Development Services
PORTFOLIO:	Health and Communities
PORTFOLIO HOLDER:	Councillor O Luckley
SERVICE HEAD:	Alan Eales
BID TITLE:	Housing Strategy – Ghyll Bank

Is this bid required to develop existing services	Y/N
To provide resources for service growth	Y/N

Brief Description of Bid:

This bid is for funding to enable the housing service to enable service provision and management of the Gypsy and Traveller site being set up at Ghyll Bank, Carlisle.

This bid is linked to the additional income form for homelessness and hostels

Objective and Outcome:

The council bid to the Government for funding under the Gypsy and Traveller grant bidding round in July 2008. It has been recommended to the Regional Housing Board that the funding is awarded to Carlisle. The projected costings for the revenue running of the site will rely on rental income and the annual supporting people grant. The rental income will be from the 15 pitches on the site and the occupation of them. The number of pitches has had to be reduced to comply with Government design guidelines. The supporting people programme has awarded a grant of £50,000.00 per year to support the Gypsy and Traveller Community in Cumbria. The anticipation is that £40,000.00 of this will fund support on the Ghyll Bank site. This revenue bid is for £10,000.00 per annual to enable service provision and management of the site from Housing Services. Provision of sites resulting from an identified need is a statutory responsibility for local authorities.

Specific Impact on Corporate Priorities and Service Standards:

Identified housing need for the Gypsy and Traveller Community has been made through the Gypsy and Traveller Accommodation Assessment (GTAA). The authority has obligations to developed provision for this need. The authority has priorities under the Housing Strategy to help support vulnerable people and under equalities issues.

The Corporate Improvement Plan 2009/10 states “Everyone should have the opportunity of living in a decent home’.

Will, or has, the proposal been the subject of a separate report to Members, including Overview and Scrutiny?

A number of reports have been taken to Executive and CO&S in regard to the bid for the site at Ghyll Bank, including DS.73/08 on 30th June 2008. A further report will go to Executive following official announcement on the bid process in November 2008.

Other Strategic Considerations:

The Community leadership role that the local authority has and duties to ensure equality of treatment to communities.

Risk Assessment:

Risk	Likelihood	Impact	Action to mitigate risk		
Revenue budget shortfall due to reduction in pitches	Likely	Significant	Build in an allowance for the implementation of the site management		
Operating Costs:	2009/10 £	2010/11 £	2011/12 £	2012/13 £	2013/14 £
Employees					

Premises	5,000	5,000	5,000	5,000	5,000
Transport					
Supplies and Services	5,000	5,000	5,000	5,000	5,000
Other					
Gross Cost	10,000	10,000	10,000	10,000	10,000
<u>Income</u>					
Fees and Charges	10,000	10,000	10,000	10,000	10,000
Grants					
Other [Specify]					
Gross Income					
Net Cost to Revenue Budget	0	0	0	0	0

Staffing levels contributing to employee costs:

Value Added Tax:

Quality Control – Date: (for Financial Services use only)

Contact Officer:	Simon Taylor
Telephone:	01228 817327
E-mail:	SimonT@carlisle.gov.uk

Agreed by Director:

Additional information on Housing Strategy 2010-15, a review of achievements to date and housing statutory duties/projects available.

REVENUE BUDGET PRESSURE PRO FORMA 2009/10

Please complete the pro-forma and return to Alison Taylor as soon as possible but no later than the 10 October 2008. Please contact Alison on extension 7280 if you need any assistance.

DIRECTORATE:	CARLISLE RENAISSANCE
PORTFOLIO:	PROMOTING CARLISLE / ECONOMIC DEVELOPMENT & ENTERPRISE
PORTFOLIO HOLDER:	CLLR M MITCHELSON / CLLR M BOWMAN
SERVICE HEAD:	
BID TITLE:	CARLISLE RENAISSANCE DELIVERY TEAM

Is this bid required to develop existing services	Y
To provide resources for service growth	N

Brief Description of Bid:

Funding required to continue support of the Carlisle Renaissance Delivery Team and facilitate the delivery of the Carlisle Renaissance Action Plan.

Objective and Outcome:

To progress work on the four transformational actions that have been identified that can make a significant contribution to the growth of Carlisle: -

- Developing a new City Centre Riverside Campus for the University of Cumbria
- Maximising the potential of the Historic Quarter and its key assets
- Delivering major new employment sites on the M6 corridor
- Strengthening the mix of retail, office and ancillary uses in the City Centre
-

Specific Impact on Corporate Priorities and Service Standards:

Carlisle Renaissance is a corporate priority. The work of the Delivery Team directly impacts on the priorities contained within the Corporate Improvement Plan, the Economic Strategy, the Local Development Plan, the Asset Management Plan, the Development Framework and Movement Strategy etc and the development of future strategies, plans and frameworks to drive the regeneration of the City..

Will, or has, the proposal been the subject of a separate report to Members, including Overview and Scrutiny?

The proposal to continue funding beyond 2010/2011 would require a report to Members.

Other Strategic Considerations:

- To continue the involvement in Carlisle Renaissance through the external partnership with NWDA and Cumbria County Council to achieve City Council objectives contained within the Plans and Policies referred to above.
- To provide revenue funding needed as matched funding as part of an external grant / funding application in order to deliver key regeneration projects identified in City Council strategies and action plans.

Risk Assessment:

Risk	Likelihood	Impact	Action to mitigate risk
Failure to approve the budget could result in the withdrawal of the grant from NWDA.	Low during life of NWDA grant offered	High	This budget bid
Failure to approve the budget would result in staff redundancies and the loss of the core Carlisle Renaissance Delivery Team.	Low during life of NWDA grant offered	High	This budget bid
Loss of core delivery team would prevent the Council from realising objectives in priority areas.	Low during life of NWDA grant offered	High	This budget bid

Operating Costs:	2009/10	2010/11	2011/12	2012/13	2013/14	
	£	£	£	£	£	
Employees	499,000	505,000	517,625	530,566	543,830	
Board	16,635	16,774	17,277	17,796	18,329	
Premises	28,995	29,505	30,390	31,302	32,241	
Transport/travel	2,575	2,652	2,732	2,814	2,898	
Support services	43,672	44,982	46,332	47,722	49,153	
Marketing/Communications/ Media Relations	58,750	59,523	61,308	63,147	65,042	
General Expenses	9,895	10,072	10,374	10,685	11,006	
Office Equipment	10,240	3,285	3,384	3,485	3,590	
Consumables	10,600	10,918	11,246	11,583	11,930	
Third Party/Professional Fees	14,000	14,000	14,420	14,853	15,298	
Miscellaneous Expenses	2,000	2,000	2,060	2,122	2,185	
Gross Cost	696,362	698,711	717,147	736,073	755,503	
Income						
Fees and Charges						
Grants						
NWDA revenue funding	266,491	272,778	tba	tba	tba	
County Council – budget bid - to be confirmed	100,000	100,000	tba	tba	tba	
English Heritage – budget bid - to be confirmed	20,000	25,000				
Other [Specify]						
Gross Income	434,491	445,778				
Net Cost to Revenue Budget						
*Financial contribution	300,000	300,000	309,000	318,270	327,818	*already included in MFTP for 2009/2010 and 2010/11
'in-kind' contribution	72,667	74,487	76,721	79,023	81,394	*premises and support services
Total Income	759,158	772,265				

Assumptions

Carlisle Renaissance continues & attracts grant funding beyond 2010/11 for posts currently funded by NWDA/EH.

3% inflationary increase in most cost areas

2.5% increase in employee costs

Staffing levels contributing to employee costs: As set out in current staffing / employee costs and Carlisle Renaissance operating budget (reference spreadsheet covering up to and including 2010/2011 attached).

Value Added Tax:

Quality Control – Date: (for Financial Services use only)

Contact Officer:	Carolyn Mitchell
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Telephone: 01228 817306

e-mail: carolynm@carlisle.gov.uk

Agreed by Director: I McNichol

Reference
REV05

[Finance use only]

REVENUE BUDGET BID PRO FORMA 2009/10

Please complete the pro-forma and return to Shelagh McGregor as soon as possible but no later than the 14 September. Should you need any assistance please contact Shelagh McGregor (7290) or Alison Taylor (7280).

DIRECTORATE:	Development Services
PORTFOLIO:	Infrastructure
PORTFOLIO HOLDER:	Cllr R Bloxham
SERVICE HEAD:	Alan Eales
BID TITLE:	Development Control Advertisements

Is this bid required to develop existing services	Y
To provide resources for service growth	N

Brief Description of Bid:

The Council is required by statute to advertise planning applications. The cost of advertising has increased significantly over the last few years without a corresponding increase in budget. As a result the advertisement budget is overspent already by £8,200 this financial year and by £20,000 last year.

Objective and Outcome:

At present the shortfall in the budget is met from other budgets principally the Planning Delivery Grant budget. This budget is therefore not being used for the improvement or maintenance of the Service.

The increase in Planning Fees from April 2008 should be used for this type of cost but as the expected income has been built into the base budget it is not available for this purpose.

Specific Impact on Corporate Priorities and Service Standards:

The requirement to advertise applications is statutory and has to be done and therefore the money has to be found from other budgets as described above and therefore finance is not available for the purpose of those budgets.

Will, or has, the proposal been the subject of a separate report to Members, including Overview and Scrutiny?

The matter has not been the subject of a separate Report to Members

Other Strategic Considerations:

Risk Assessment:

The risk is that money will be found from other budgets and will therefore not be used in the manner intended.

Risk	Likelihood	Impact	Action to mitigate risk		
Overspend budget	High	Medium	Increase budget		
Operating Costs:	2009/10 £	2010/11 £	2011/12 £	2012/13 £	2013/14 £
Employees					
Premises					
Transport					
Supplies and Services	20,000	20,000	20,000	20,000	20,000
Other					
Gross Cost	20,000	20,000	20,000	20,000	20,000
<u>Income</u>					
Fees and Charges					
Grants					

Other [Specify]					
Gross Income					
Net Cost to Revenue Budget	20,000	20,000	20,000	20,000	20,000
Staffing levels contributing to employee costs:					
Value Added Tax:					
Quality Control – Date: (for Financial Services use only)					
Contact Officer:	Alan Eales				
Telephone: 01228 817170					
e-mail: AlanE@carlisle.gov.uk					
Agreed by Director:					

Reference
REV06
[Finance use only]

REVENUE BUDGET BID PRO FORMA 2009/10

Please complete the pro-forma and return to Shelagh McGregor as soon as possible but no later than the 14 September. Should you need any assistance please contact Shelagh McGregor (7290) or Alison Taylor (7280).

DIRECTORATE:	Development Services
PORTFOLIO:	Infrastructure
PORTFOLIO HOLDER:	Cllr R Bloxham
SERVICE HEAD:	Alan Eales
BID TITLE:	Assistant Planning Officers

Is this bid required to develop existing services	Y
To provide resources for service growth	N

Brief Description of Bid:

The funding for three temporary Assistant Planning Officer posts expires in August 2009. This posts (2 in Development Control (DC) and 1 in Local Plans) were funded on a three year basis as a measure to ensure the City Council was removed from being a Standards Authority . This was achieved.

Objective and Outcome:

The objective of the Bid is to retain these three officers to ensure that the Council is able to maintain its improved performance and meet the demands of the planning policy work.

Due to recruitment difficulties the additional funding was used to grow our own planners and the three officers are coming to the end of their studies to become Members of the Royal Town Planning Institute.

Specific Impact on Corporate Priorities and Service Standards:

If the posts are not retained the Council will again fail to meet its Development Control targets and will have difficulty in maintaining the planning policy work required to meet the Requirements of the Local Development Scheme (LDS).

In meeting the development control targets the Council was rewarded with additional funding through the Planning Delivery Grant (PDG). The PDG has now ended and the grant changed to the Housing & Planning Delivery Grant (HPDG), which rewards achievement in preparing the documents identified in the LDS.

Although performance in meeting development control targets is no longer rewarded, if the Council fails to meet the targets any HPDG will be abated, so the Council will lose grant aid.

To compensate for the loss of PDG the Government increased planning application fees from the 1 April 2008 by an average of 20% with the specific aim of that increased fee income providing additional finance to maintain and improve performance.

Unfortunately this increased income has been taken into account in setting the budget for 2008/09 with the anticipated income from planning application fees increased from £534,000 to £613,000. In fact last year income of only £487,000 was achieved and therefore the income target was set far too high.

Therefore this additional income is no longer available for the purpose the Government intended, which was to maintain staff resources and performance in development control.

Will, or has, the proposal been the subject of a separate report to Members, including Overview and Scrutiny?

The proposal has not been the subject of a separate report to members.

Other Strategic Considerations:

The Council's successful Growth Point Bid has provided an additional £100,000 for the production of the Programme for Development (POD) to deliver the growth. It also enables a revenue bid for additional resources to increase capacity to implement the Growth Point as well as make capital bids to improve infrastructure to enable the growth to occur. These additional resources were not intended to be used for maintaining existing staffing levels.

The POD does allow revenue bids to increase staff capacity and the Council's POD will include such a bid. There is no certainty that the bid will be successful and it is intended to increase capacity not maintain existing staffing levels.

Risk Assessment:

There are two major risks if the funding is not continued. Firstly Development Control performance will deteriorate and the Council will have the HPDG abated and secondly the Council will fail to meet the targets established in the LDS and will lose HPDG as a result.

Risk	Likelihood	Impact	Action to mitigate risk		
Declining DC performance	High	serious	Fund the 2 DC posts		
Failure to meet LDS targets	High	serious	Fund the Local Plan post		
Operating Costs:	2009/10	2010/11	2011/12	2012/13	2013/14
	£	£	£	£	£
Employees	42,407	89,114	91,342	91,342	91,342
Premises					
Transport	309	3,393	3,478	3,478	3,478
Supplies and Services					
Other					
Gross Cost	42,716	92,507	94,820	94,820	94,820
<u>Income</u>					
Fees and Charges					
Grants					
Other [Specify]					

Gross Income					
Net Cost to Revenue Budget	42,716	92,507	94,820	94,820	94,820
Staffing levels contributing to employee costs: Retaining three members of staff.					
Value Added Tax:					
Quality Control – Date: (for Financial Services use only)					
Contact Officer:	Alan Eales				
Telephone: 01228 817170					
e-mail: Alan Eales					
Agreed by Director:					

Reference
REV07
[Finance use only]

REVENUE BUDGET PRESSURE PRO FORMA 2009/10

Please complete the pro-forma and return to Alison Taylor as soon as possible but no later than the 10 October 2008. Please contact Alison on extension 7280 if you need any assistance.

DIRECTORATE:	PPP
PORTFOLIO:	Corporate Resources
PORTFOLIO HOLDER:	Barry Earp
SERVICE HEAD:	David Williams
BID TITLE:	HR/Payroll Business Systems - Licences and Consultancy

Is this bid required to develop existing services	Y
To provide resources for service growth	N

Brief Description of Bid:

Consultancy is needed to provide any consultancy required for 'normal business' (i.e. not specific projects) required when the Council wishes for a change in procedures/practices that involve HR records and/or pay. Trent is designed in such a way that calculations within the system are very complex and if /when they need to be changed consultancy tends to be required to assist with the implementation. Past examples of this have been the changes to the Local Government Pension Scheme required two days consultancy and Salary Sacrifice (Childcare) required one day. A future example would be the Green Travel Plan that may, depending on decisions taken, require consultancy to amend the system. The budget could be ring fenced for this purpose only and returned at the end of the financial year if not used.

Cost is £6,000 (recurring).

Licences

Business Objects (the report writing software required that is used to extract information from Trent) can only be obtained by purchasing licences and there is an annual maintenance fee. This licence is a basic requirement for all personnel and payroll staff who have to provide management information and carry out various routine housekeeping and audit check activities. The full license is around £960 for the initial purchase and c £270 annual maintenance. There is a cheaper (read only version) which can be used by those staff who only need to run pre-written reports.

Currently we have 6 licences but we need one more (possibly two if I need one also) and 4 'read only' licences as a minimum.

Cost: £6,400 of which £1,640 is recurring

Total cost of licences plus consultancy = £12,400 one off and £ 7,640 recurring.

Objective and Outcome:

Consultancy budget will enable the HR Payroll System to support for Council requirements.

Licences – will enable provision of management information relating to the workforce considerably more effectively. Currently some senior staff have licences and have to provide all information required, resulting in delays during holidays and ineffective use of their time. freeing their time from routine work will enable some to be devoted to development of further information.

Will, or has, the proposal been the subject of a separate report to Members, including Overview and Scrutiny?

No

Other Strategic Considerations:

Risk Assessment:

Risk	Likelihood	Impact	Action to mitigate risk		
HR/Payroll Business System will be unable to support necessary legislative and/or Council requirements without overspending or taking money from other essential budgets.	H	High	Provide a small ring fenced budget for these needs.		
Inability to provide sufficient management information (or a severe delay) will hinder work of the Council					
Operating Costs:	2009/10	2010/11	2011/12	2012/13	2013/14
	£	£	£	£	£
Employees	0	0	0	0	0
Premises	0	0	0	0	0
Transport	0	0	0	0	0
Supplies and Services	12,400	7,640	7,640	7,640	7,640
Other	0	0	0	0	0

Gross Cost	12,400	7,640	7,640	7,640	7,640
<u>Income</u>					
Fees and Charges					
Grants					
Other [Specify]					
Gross Income	0	0	0	0	0
Net Cost to Revenue Budget	12,400	7,640	7,640	7,640	7,640
Staffing levels contributing to employee costs: N/a					
Value Added Tax:					
Quality Control – Date: (for Financial Services use only)					
Contact Officer:	Jean Cross				
Telephone: ext 7081					
e-mail: jeanc@arlisle.gov.uk					
Agreed by Director:					

REVENUE BUDGET PRESSURE PRO FORMA 2009/10

Please complete the pro-forma and return to Alison Taylor as soon as possible but no later than the 10 October 2008. Please contact Alison on extension 7280 if you need any assistance.

DIRECTORATE:	People, Policy and Performance
PORTFOLIO:	Promoting Carlisle
PORTFOLIO HOLDER:	Cllr Mike Mitchelson
SERVICE HEAD:	Carolyn Curr
BID TITLE:	Carlisle Focus Magazine

Is this bid required to develop existing services	Y
To provide resources for service growth	N

Brief Description of Bid:

To increase the budget of Carlisle Focus to reflect the true costs of printing and distributing Carlisle Focus, as this will, year on year, create an overspend as supplier costs rises and the ability to secure income through advertising is not guaranteed. The budget has remained static for eight years.

The Corporate Communication Policy (2008) statement of commitment “Carlisle City Council will communicate clearly, openly and regularly with our residents and partners so that we can work together to make Carlisle an attractive place where we people choose to live, work and visit.”

Carlisle Focus is the only City Council Communication tool which is used to inform all residents about City Council’s services and priorities.

Objective and Outcome:

To develop and expand the residents' magazine so that it not only includes information which promotes City Council Services as well as areas of work which residents say are of interest to them but also so that it can be used as a key consultation and feedback tool.

All the information provided is tied in with the City Council's priorities – Cleaner, Greener & Safer and Learning City as well as Carlisle Renaissance. We also take into account the Reputation core actions and Best Value Performance Indicators so that the residents receive relevant and timely information about our services.

It also supports national indicators such as NI 4 - % of people who feel they can influence decisions in their locality and NI 5 - Overall / general satisfaction with local area. Twenty of the current indicators are around satisfaction with services.

To reduce other consultation costs by using the magazine to increase more opportunities for feedback, currently we use community voice at a cost of £1233.33 and this is for two surveys a year covering 350 people. Carlisle Focus goes to 54,000 households and businesses, every quarter.

The baseline measurement will be through the Place Survey data when available.

Annual readers' survey monitors the magazine's effectiveness.

National benchmarking with similar publications produced by the PR sector.

Specific Impact on Corporate Priorities and Service Standards:

As above covers all priorities and services within Corporate Plan, Policy and Performance Service Plan and the future Community Empowerment priority.

Will, or has, the proposal been the subject of a separate report to Members, including Overview and Scrutiny?

No

Other Strategic Considerations:

This need has arisen because the budget for the residents' magazine has remained static since 2001 at £34,000 and the demand for the magazine not only by residents but also by services within the council has grown which means that we have increased the number of pages from 16 to 24 in order to increase the content, allow for accessibility and also advertising and a competition. Although there is an income stream attached to this budget, even if we achieve this, it still does not cover current costs of producing the magazine and there will be a recurring short fall of around £6,334.

This does not take into account the professional photography and that the magazine is now used as a significant consultation and feedback tool.

To keep costs down, we are now producing editions with different number of pages, eg winter edition is 24 pages, Spring edition is 16 pages and autumn and summer editions are 20-pages, which is not an ideal situation for developing the magazine to meet readers' demands.

Attached is a more in-depth analysis of costs.

Risk Assessment: The PPP Risk Register (January 2007)- Ineffective external communications that fail to safeguard/enhance the council's reputation/build the brand

Risk	Likelihood	Impact	Action to mitigate risk			
Ineffective external communications that fail to safeguard/enhance the council's reputation/build the brand.	H	H	Corporate Communications Policy 2008 which includes Carlisle Focus as a key communication tool for residents. Failing to produce the magazine will increase the risk likelihood and impact.			
Recurring overspend – costs greater than budget, no inflationary increase and no further development	H	H				
Operating Costs:	2009/10 £	2010/11 £	2011/12 £	2012/13 £	2013/14 £	

Employees					
Premises					
Transport					
Supplies and Services (Printing, distribution and photography)	£14,000	£15,400 (* 10% increase)	£16,940 (* 10% increase)	£18,634 (* 10% increase)	£20,497 (* 10% increase)
Other					
Gross Cost					
<u>Income</u>					
Fees and Charges					
Grants					
Other [Specify]					
Gross Income					
Net Cost to Revenue Budget	£14,000	£15,400	£16,940	£18,634	£20,497

*Paper costs rise between 8% and 13% a year, the cost of paper represents 75% of the printing of Carlisle Focus and so have taken an annual average increase of 10%.

Staffing levels contributing to employee costs:

Value Added Tax:

Quality Control – Date: (for Financial Services use only)

Contact Officer: Jo Osborne

Telephone: Ext 7534

e-mail: joo@carlisle.gov.uk

Agreed by Director:

REVENUE BUDGET BID PRO FORMA 2009/10

Please complete the pro-forma and return to Shelagh McGregor as soon as possible but no later than the 14 September. Should you need any assistance please contact Shelagh McGregor (7290) or Alison Taylor (7280).

DIRECTORATE:	PPP
PORTFOLIO:	Learning and Development
PORTFOLIO HOLDER:	Cllr Earp
SERVICE HEAD:	David Williams
BID TITLE:	National Graduate Development Programme

Is this bid required to develop existing services	Y
To provide resources for service growth	N

Brief Description of Bid:

The Chief Executive has found funding of £16k to support our contribution (one quarter of salary) to the appointment for two years of a graduate as part of this national programme. This is being done in conjunction with 3 other Cumbrian councils. The successful graduate is to start next month (in South lakes) and although we will need to contribute to his salary from this time he will actually come to us in April 2009 (for 6 months).

However, this will only enable us to engage in this programme as a one-off. The benefits of bringing graduates into Cumbria will clearly be limited if we only do this once.

Assuming we treat this year's intake as a pilot, and that it proves successful, we will need funding for 2009/10, and perhaps, recurring thereafter.

Objective and Outcome:

Ongoing involvement in the NGDP

Specific Impact on Corporate Priorities and Service Standards:

Good example of shared working with other councils in Cumbria

Will, or has, the proposal been the subject of a separate report to Members, including Overview and Scrutiny?

no

Other Strategic Considerations:

CIEP has been involved
NGDP is within Cumbria HR Strategy approved by Cumbria Chief Execs

Risk Assessment:

Risk	Likelihood	Impact	Action to mitigate risk
Graduate leaves programme before its conclusion	1	2	Well-designed programme

Operating Costs:	2009/10 £	2010/11 £	2011/12 £	2012/13 £	2013/14 £
Employees	8,000	8,000	8,000	8,000	8,000
Premises					
Transport					
Supplies and Services					
Other					
Gross Cost	8,000	8,000	8,000	8,000	8,000
<u>Income</u>					
Fees and Charges					

Grants					
Other [Specify]					
Gross Income					
Net Cost to Revenue Budget	8,000	8,000	8,000	8,000	8,000
Staffing levels contributing to employee costs:					
Value Added Tax:					
Quality Control – Date: (for Financial Services use only)					
Contact Officer:	David Williams				
Telephone:					
e-mail:					
Agreed by Director:					

BREAKDOWN OF SUPPLIES & SERVICES

REV09b

					Option A		Option B				Actual	Variance	Actual	Variance
					Current	MTFP	Realistic	Amount	Diff		2007/08	Over /	to Pd6	Over /
				Recurring	Inflation	2009/10	Rate	of	from MTFP			(Under)	2008/09	(Under)
				08/09	Rate	Amount		Inflation				2007/08		2008/09
				£	%	£	%	£	£		£	£	£	£

Own Training				58,100	0.0	0	3.1	1,801	1,801		82,994	5,694	40,669	(4,252)
Rents				117,500	0.0	0	3.1	3,643	3,643		225,176	63,776	134,543	32,006
Tipping Charges				72,600	0.0	0	3.1	2,251	2,251		147,238	76,738	106,750	37,502
Transport & Plant Hire Charges				108,500	0.0	0	3.1	3,364	3,364		225,086	119,586	91,038	558
Equipment & Materials Purchase				154,200	0.0	0	3.1	4,780	4,780		327,971	80,671	128,661	48,744
Specialist Equipment				127,200	0.0	0	3.1	3,943	3,943		242,971	57,071	127,259	46,994
Card Charges				7,500	0.0	0	3.1	233	233		18,479	10,979	10,188	6,436
Agency Fees				100,400	0.0	0	3.1	3,112	3,112		207,356	107,356	118,138	16,316
Postages				181,900	0.0	0	3.1	5,639	5,639		258,803	77,103	169,924	71,898
Advertising				125,900	0.0	0	3.1	3,903	3,903		218,407	79,907	106,385	26,657
Research & Consultation				70,700	0.0	0	3.1	2,192	2,192		982,747	201,947	397,044	321,826
								114,216	114,216					

Recommended uplift for inflation

33,058

REV10

Briefing Note to Angela Brown/Catherine Elliot

1. Second Homes Discount 2008/09

1.1 The Council will receive second homes discount in 2008/09 of

County (50% Share)	£ 92,250
City	<u>£ 30,230</u>
Total	£122,480

1.2 As the number of second homes has grown over the years and this has not been reflected in base budget position, 2008/09 budget for second homes income is

County	£ 71,000
City	<u>£ 21,000</u>
Total	£ 92,000

1.3 Committed Expenditure is

Affordable Housing Schemes etc	£ 31,600
Road and Footpath Maintenance etc	<u>£ 50,000</u>
	£81,600

1.4 The above figures indicate that in 2008/09 we will receive £40,480 more in Second Homes income than budgeted for. Also the second homes budget allocated will be £10,400 underspend.

2. Second Homes Discount 2009/10

2.1 Whilst negotiations are still in progress the County's current position is that they will reduce the amount of second homes income they receive that will be passed onto the Council from 50% to 25%.

2.2 Based on this offer the Council will receive in 2009/10 and future years (ignoring the inflation increases)

County	£ 46,120
City	<u>£ 30,230</u>
	£ 76,350*

*Note

With credit crunch the number of second homes might reduce.

2.3 In 2009/10 medium term Financial Plan the £92,000 base budget has been maintained, i.e. County £71,000, City £21,000.

2.4 Committed expenditure in 2009/10 is

Affordable Housing Salaries*/Expense £32,400.

Note

Staff on fixed term contracts.

2.5 Based on the above 2009/10 figures

- Base budget for affordable homes, road and footpath maintenance etc will need to be reduced from £92,000 to £76,350 i.e. a reduction of **£15,645**
- Subject to the Council maintaining its temporary affordable housing staff resources the Council would have £43,950 to allocate to Road and Footpath maintenance or other Council priorities

3. Reconciliation

See Appendix 1 for summary breakdown of figures set out.

Peter Mason

Head of Revenues and Benefits Services

20.10.08

REVENUE BUDGET PRESSURE PRO FORMA 2009/10

Please complete the pro-forma and return to Alison Taylor as soon as possible but no later than the 10 October 2008. Please contact Alison on extension 7280 if you need any assistance.

DIRECTORATE:	COMMUNITY SERVICES
PORTFOLIO:	ENVIRONMENT AND INFRASTRUCTURE
PORTFOLIO HOLDER:	CLLR BLOXHAM
SERVICE HEAD:	FACILITIES (Gordon Nicolson)
BID TITLE:	2009/10 ELECTRICITY AND GAS COSTS

Is this bid required to develop existing services	Y/N
To provide resources for service growth	Y/N

Brief Description of Bid:

The bid is for the City Council's additional projected cost of £128,000 for electricity and gas costs from 2009/10 onwards. This is for the functioning of the City Council's buildings and other energy requirements. It does not include energy costs for those premises that are managed by other organisations e.g. Carlisle Leisure and Community Centres. Energy costs have risen in recent years and the trend will continue in 2009/10, therefore this bid is required to cover rises in energy costs.

They are based on market assessments and :-

- a) the recent procured 3 year fixed contract Gas supply (through Procurement Services)
- b) anticipated procurement negotiations in Sept. 09 for electricity although it is unlikely to go down

Actual 2007/08	Projected Projected 08/09	Budget 08/09	Projected 2009/10	Increase for 2009/10 based on 08/09 budget
Gas £138,782	£160,000	£167000	£197,000	£30,000
Electricity £321,942	£340,000	£272000	£370,000	£98,000
Total £460,724	£500,000	£439000	£567,000	£128,000

Objective and Outcome:

The bid is required for the electricity and gas requirements of the City Council's operations and services. Fuel and energy consumption is monitored.

Specific Impact on Corporate Priorities and Service Standards:

Energy is necessary for the City Council's operations and services. While efficiencies are being identified as part of the City Council's commitment to reduce carbon emissions, rises in fuel costs are anticipated over the 2009/10 period (see comments in description & Risk sections).

Will, or has, the proposal been the subject of a separate report to Members, including Overview and Scrutiny?

No.

Other Strategic Considerations:

From 1st October 2008 Display Energy Certificates have been required for large, public buildings occupied by public authorities. The certificates indicate the building's energy consumption over a 12 month period and its rating in terms of energy efficiency (A-G rating). DEC's must be renewed every 12 months. Certificates are accompanied by advisory reports with recommendations for energy reduction.

Risk Assessment:

Fuel and energy costs have been evaluated in accordance with the Council's Risk Management Policy.

2009/10 projected costs could be underestimated as energy costs rise greater than anticipated. Predictions have been based on Goldman Sachs and U-Switch predictions with adjustments for both the recent procured 3 year fixed contract Gas supply (through Procurement Services) and anticipated procurement negotiations when electricity contract renewed in Sept.09 ,by Procurement Services.

Consumption could be higher than anticipated due to unexpected changes in operations or services.

Risk	Likelihood	Impact	Action to mitigate risk		
Projected costs are underestimated.	Medium	High	Costs have taken into account projected energy costs, level of demand and changes in operations and service delivery. Costs are closely monitored and reported.		
Higher consumption due to unexpected changes in operations/services.	Medium	High	Level of demand anticipated.		
Operating Costs:	2009/10 £	2010/11 £	2011/12 £	2012/13 £	2013/14 £
Employees					
Premises	£128,000	£128,000	£128,000	£128,000	£128,000
Transport					
Supplies and Services					

Other					
Gross Cost	£128,000	£128,000	£128,000	£128,000	£128,000
<u>Income</u>					
Fees and Charges					
Grants					
Other [Specify]					
Gross Income					
Net Cost to Revenue Budget	£128,000	£128,000	£128,000	£128,000	£128,000
Staffing levels contributing to employee costs:					
N/A					
Value Added Tax:					
N/A					
Quality Control – Date: (for Financial Services use only)					
Contact Officer:	Rachel Osborn				
Telephone: ext 8579					
e-mail: rachelo@carlisle.gov.uk					
Agreed by Director:					

REVENUE BUDGET PRESSURE PRO FORMA 2009/10

Please complete the pro-forma and return to Alison Taylor as soon as possible but no later than the 10 October 2008. Please contact Alison on extension 7280 if you need any assistance.

DIRECTORATE:	Development Services
PORTFOLIO:	Economy
PORTFOLIO HOLDER:	Marilyn Bowman
SERVICE HEAD:	David Beaty
BID TITLE:	Economic Strategy

Is this bid required to develop existing services	N
To provide resources for service growth	Y

Brief Description of Bid:

Implementation of the Carlisle Renaissance 'Growing Carlisle' Economic Strategy, comprising 10 revenue and 1 capital projects all of which are dependent on external and City Council match funding to proceed. The proposed schedule of projects is as follows;

- ☐ City Centre Management – feasibility work
- ☐ Carlisle Tourism Marketing - contribution to wider programme
- ☐ Hadrian's Wall Path feasibility and design [ERDF bid also involving Tullie House]¹
- ☐ [Strategic TIC -capital]
- ☐ Tourism Projects [subject to creation of tourism partnership]
- ☐ Retail Academy – sector training and recruitment [National sector skills hub]
- ☐ Construction Academy – training and recruitment initially linked to CNDR contract. [National sector hub]
- ☐ Population/ labour market sector impact study and growth sector needs
- ☐ Feasibility of knowledge business incubation project with UoC
- ☐ Business Engagement project
- ☐ Business Start up - contribution to enhance and customise NWDA regional programme

All projects have been proposed to be included in the evolving Cumbria Joint Investment Plan being prepared for NWDA by Cumbria Vision and the list has been tabled at the Economic Development and Enterprise Priority Group of the Carlisle Partnership

¹ ERDF = European Regional Development fund. This is part of a project that has been linked with proposals for Tullie House within a 'packaged' ERDF 'concept bid' submitted to NWDA. The packaging of the proposals was on the advice of the NWDA. This project is currently the subject of further discussion with NWDA, but for the purposes of this pro-forma only the Hadrian's Wall path elements are included.

Objective and Outcomes:

- ❑ The higher level objectives are to support the aspirations from the Economic Strategy and the priorities of the Carlisle Renaissance Board.
- ❑ Each project will deliver specific outcomes and outputs but not all are developed to the point where quantifiable outputs can be stated. Outputs from the projects will include training outputs, jobs created and jobs safeguarded including graduate opportunities, new business starts, the development of new partnerships to deliver economic outcomes and information on the feasibility of future initiatives.

Specific Impact on Corporate Priorities and Service Standards:

- ❑ The projects all relate to specific strands within the Economic Strategy adopted by the Council earlier in 2008. The projects have been worked up in the context of the emerging Carlisle Renaissance Board's Action Plan and represent those areas of work where the City Council is currently taking the lead role - particularly around the 'people' strand of the strategy. The projects are intended to support the four stated priorities of the Renaissance Board.

Will, or has, the proposal been the subject of a separate report to Members, including Overview and Scrutiny?

- ❑ The project list, including the draft submitted to Cumbria Vision and the ED&E Priority Group, has been shared with the Portfolio Holder, but has not had further consideration.
- ❑ The intention is that the package of interventions proposed above will be referred to in the emerging draft Carlisle Renaissance Action Plan that will be subject to formal Council scrutiny and approval and the responsibilities for delivering the various elements of the Economic Strategy will be agreed then.
- ❑ The working assumption is that the City Council will lead on the development and management, [but not necessarily the delivery] of the 'People' elements of the strategy particularly labour market and business support projects. [It will also lead on the 'Growing Carlisle' elements through the Growth Point initiative]

Other Strategic Considerations:

- ❑ Other organisations have been involved in the development and prioritisation of this programme of projects. These include the Learning and Skills Council, Chamber of Commerce, University of Cumbria, bodies represented on the Carlisle Employment Partnership, Carlisle College, the national Sector Skills bodies for retail and construction, Cumbria Tourism and Hadrian's Wall Heritage Ltd.
- ❑ The projects depend on the release of the Council's unallocated LABGI [Local Authority Business Growth Initiative funding] to be used for match funding purposes. This currently stands at £673,000. However it is not likely that the fund will be replenished at the scale of previous years if the proposals to direct the bulk of future LABGI allocations from 09-10 onwards to County rather than District Councils come to pass. The opportunity to take forward future programmes on the basis of match funding from LABGI allocations will therefore be limited.

Risk Assessment:

- ❑ Risk assessments will be incorporated within the individual project pro-formas as they are developed.
- ❑ The risks to the proposed programme of work are as follows

Risk	Likelihood	Impact	Action to mitigate risk		
Not prioritised within the Cumbria Joint Investment Plan	Medium	High	Some projects may be incorporated within County wide delivery arrangements		
Match funding is not made available	Medium	High	Most projects will require match funding from the Council		
Capacity and staff resources are not available	Medium	High	It may be possible from some additional capacity from within project budgets - but only in a limited number of cases		
Programme is severely cut back because of budget pressures	Medium	High	Expectations to be managed via ED&E Priority Group.		
Operating Costs:	2009/10 £000	2010/11 £000	2011/12 £000	2012/13 £000	2013/14 £000
Employees					
Premises					
Transport					
Supplies and Services					
Other					
Gross Cost ['000]²	343	288			
<u>Income</u>					
Fees and Charges					
Grants	623	318			
Other [Specify]					
Gross Income³	623	318			
Net Cost to Revenue Budget	343	288			

Staffing levels contributing to employee costs:

² These are indicative figures and will change as project development work continues

³ Subject to confirmation and revision by funders

Value Added Tax:

Quality Control – Date: (for Financial Services use only)

Contact Officer:

David Beaty

Telephone: 817120

e-mail: davidb@carlisle.gov.uk

Agreed by Director:

Reference
NRR02
[Finance use only]

REVENUE BUDGET PRESSURE PRO FORMA 2009/10

Please complete the pro-forma and return to Alison Taylor as soon as possible but no later than the 10 October 2008. Please contact Alison on extension 7280 if you need any assistance.

DIRECTORATE:	DEVELOPMENT SERVICES
PORTFOLIO:	ECONOMIC DEVELOPMENT & ENTERPRISE
PORTFOLIO HOLDER:	COUNCILLOR M BOWMAN
SERVICE HEAD:	DAVID BEATY
BID TITLE:	ASSET MANAGEMENT

Is this bid required to develop existing services	Y/N
To provide resources for service growth	Y/N

Brief Description of Bid:

Resourcing the portfolio management and asset management functions to establish the recommended strategic framework for the delivery of the outcome of the Property Portfolio Options review.

Objective and Outcome:

To set up and project plan the structure, delivery skills and resources, to implement the strategic property changes to the running of the portfolio. To make better use of our property.

Specific Impact on Corporate Priorities and Service Standards:

Not specified yet.

Will, or has, the proposal been the subject of a separate report to Members, including Overview and Scrutiny?

DS 115/08 and going to O & S Committees.

Other Strategic Considerations:

Impact on other Service Departments

Risk Assessment:

Not yet undertaken

Risk	Likelihood	Impact	Action to mitigate risk		
Operating Costs:	2009/10 £	2010/11 £	2011/12 £	2012/13 £	2013/14 £
Employees	}	Details not known at this stage of the estimate. Indicative figure from Montagu Evans report, required for 3 years.			
Premises					
Transport					
Supplies and Services					
Other					
Gross Cost	200,000	200,000	200,000		
<u>Income</u>					
Fees and Charges					
Grants					
Other [Specify]					
Gross Income					
Net Cost to Revenue Budget	200,000	200,000	200,000		

Staffing levels contributing to employee costs:

Not yet known at this stage

Value Added Tax:

N/A

Quality Control – Date: (for Financial Services use only)**Contact Officer:**

Raymond Simmons

Telephone: 7421

e-mail: RaymondS@carlisle.gov.uk

Agreed by Director:

Reference
NRR03
[Finance use only]

REVENUE BUDGET PRESSURE PRO FORMA 2009/10

Please complete the pro-forma and return to Alison Taylor as soon as possible but no later than the 10 October 2008. Please contact Alison on extension 7280 if you need any assistance.

DIRECTORATE:	People Policy Performance
PORTFOLIO:	Learning & Development
PORTFOLIO HOLDER:	Cllr Barry Earp
SERVICE HEAD:	Carolyn Curr
BID TITLE:	Learning City

Is this bid required to develop existing services	yes
To provide resources for service growth	no

Brief Description of Bid:

To renew and extend contract of Learning City Manager, currently a 3 year post that ends January 2010

Objective and Outcome:

To maintain and develop the Council's current priority of Learning City. The post is the only resource that is dedicated to this priority.

Specific Impact on Corporate Priorities and Service Standards:

Learning City is recognised by the Audit Commission as the local authority punching above its weight. The post is the only one dedicated to Learning City and is crucial to maintaining and developing this priority and its profile throughout Carlisle, as long as it remains a priority.

Will, or has, the proposal been the subject of a separate report to Members, including Overview and Scrutiny?

No

Other Strategic Considerations:**Risk Assessment:**

Risk	Likelihood	Impact	Action to mitigate risk		
Lack of capacity to maintain and develop the Learning City priority	M	M	Learning City is a cross-cutting theme for the Carlisle Partnership that ensures consideration / input from all the partners		
Operating Costs:	2009/10 £	2010/11 £	2011/12 £	2012/13 £	2013/14 £
Employees	10,950 Jan-Mar	44,800	44,800	44,800	
Premises					
Transport					
Supplies and Services	1,000	5,000	5,000	5,000	
Other					
Gross Cost	11,950	49,800	49,800	49,800	
<u>Income</u>					
Fees and Charges					
Grants					
Other [Specify]					
Gross Income	0	0	0	0	
Net Cost to Revenue Budget	11,950	49,800	49,800	49,800	
Staffing levels contributing to employee costs:					
Value Added Tax:					
Quality Control – Date: (for Financial Services use only)					
Contact Officer:	Carolyn Curr				

Telephone: x 7107
e-mail:

Agreed by Director:

Net Cost to Revenue Budget	32,850	44,800 (recurring)			
Staffing levels contributing to employee costs:					
Value Added Tax:					
Quality Control – Date: (for Financial Services use only)					
Contact Officer:		Carolyn Curr			
Telephone: x 7107					
e-mail:					
Agreed by Director:					

REVENUE BUDGET PRESSURE PRO FORMA 2009/10

Please complete the pro-forma and return to Alison Taylor as soon as possible but no later than the 10 October 2008. Please contact Alison on extension 7280 if you need any assistance.

DIRECTORATE:	People Policy Performance
PORTFOLIO:	Promoting Carlisle
PORTFOLIO HOLDER:	Cllr Michael Mitchelson
SERVICE HEAD:	Carolyn Curr
BID TITLE:	Carlisle Partnership

Is this bid required to develop existing services	yes
To provide resources for service growth	no

Brief Description of Bid:

To renew and extend / make permanent, the Carlisle Partnership Manager, currently a 3 year post that ends July 2009.

Objective and Outcome:

To manage and develop the Council's Local Strategic Partnership, Community Plan for Carlisle and to contribute to the development and management of the City Council's contribution to the LAA.

Specific Impact on Corporate Priorities and Service Standards:

Many priorities and targets within our own Corporate Plan are reflected in the Community Plan for Carlisle and in the LAA for Cumbria, negotiated with Government Office. This offers the Council opportunity to extend its sphere of influence further than our own organisation for its own ends, for the benefit of the people of Carlisle. The Partnership offers specific opportunity to influence major services within Carlisle, such as Childrens' Services, from which we would normally be excluded. The Partnership is in its formative stages (Leeds LSP has been established for 18 years) and requires a commitment to its future development if it is to reach its full potential.

Will, or has, the proposal been the subject of a separate report to Members, including Overview and Scrutiny?

No

Other Strategic Considerations:

The post has enabled development of the Partnership, the Community Plan and the LAA for Cumbria, ensuring that the priorities of the City Council have been adequately represented within each. The credibility of Carlisle, the Partnership, and of the City Council, and the profile of all three, will certainly weaken in the sub region and possibly beyond if the Carlisle Partnership is not maintained and developed.

Risk Assessment:

Risk	Likelihood	Impact	Action to mitigate risk
Lack of capacity to maintain and to develop the Carlisle Partnership	M	M	Capacity developed within the Partnership, i.e. within partner organisations so that the partnership becomes sustainable. Reduce the commitment of the City Council to the Partnership and to the LAA negotiations.
Failure to engage County-wide with Cumbria Strategic Partnership and LAA	M	H	Elected Members and senior staff attend CSP and feedback to the Council and the Partnership
Community Plan for Carlisle is not delivered	M	H	Reduce the scope of the Plan. Progress monitored within the Council and partner organisations

Operating Costs:	2009/10 £	2010/11 £	2011/12 £	2012/13 £	2013/14 £
Employees	32,850 July-Mar	44,800 (recurring)			
Premises					
Transport					
Supplies and Services					
Other					
Gross Cost					
<u>Income</u>					
Fees and Charges					
Grants					
Other [Specify]					
Gross Income	0	0			
Net Cost to Revenue Budget	32,850	44,800 (recurring)			

Staffing levels contributing to employee costs:		
Value Added Tax:		
Quality Control – Date: (for Financial Services use only)		
<table border="1"><tr><td>Contact Officer:</td><td>Carolyn Curr</td></tr></table>	Contact Officer:	Carolyn Curr
Contact Officer:	Carolyn Curr	
Telephone: x 7107		
e-mail:		
Agreed by Director:		

REVENUE BUDGET PRESSURE PRO FORMA 2009/10

Please complete the pro-forma and return to Alison Taylor as soon as possible but no later than the 10 October 2008. Please contact Alison on extension 7280 if you need any assistance.

DIRECTORATE:	PPP
PORTFOLIO:	Promoting Carlisle
PORTFOLIO HOLDER:	Cllr Mitchelson
SERVICE HEAD:	Carolyn Curr
BID TITLE:	Carlisle Partnership support Officer

Is this bid required to develop existing services	Y
To provide resources for service growth	Y

Brief Description of Bid:

To provide continued funding for the post of "Carlisle Partnership Support Officer" beyond the current expiry date of June 2009 for a further 3 years / making the post permanent.

Objective and Outcome:

To enable the continued employment of a Carlisle Partnership Support Office in order to maintain and to develop to Carlisle Partnership.

Specific Impact on Corporate Priorities and Service Standards:

The City Council has improved its standing with partners as a result of the efficiency of partnership operations across all its priorities within the City, Regionally and Nationally. The City Council priorities will not be so well represented in future LAA negotiations in the absence of adequate support for the partnership.

Will, or has, the proposal been the subject of a separate report to Members, including Overview and Scrutiny?

No

Other Strategic Considerations:

The Carlisle Partnership is perhaps the single most effective organisation for the City Council to influence developments in Carlisle across all sectors (Public, Commercial, Voluntary & Community). The Partnership has improved its standing with partners and hence its influence by the “Can do” culture which it has been able to present. The removal of this post will result in a very obvious degradation in the efficiency and effectiveness of the basic organisational functions which are the foundation upon which this reputation rests.

Risk Assessment:

See Below

Risk	Likelihood	Impact	Action to mitigate risk		
Very significant reduction in the quality of Carlisle Partnership operations	Certain	Very Significant	1. Continue to fund the post. 2. Deliberately and selectively reduce the scope and commitments of the Carlisle Partnership.		
Reduction in level of confidence and commitment of Partners	Very Likely	Very Significant	Accept the reduction of contact and communication with key partners and the consequent reduction in influence of the City Council as Community Leader.		
Reduction in influence of Carlisle over Cumbria-wide and regional issues	Very Likely	Very Significant	Accept the reduction in capacity of the Carlisle Partnership to participate in County, Regional and National developments.		
Operating Costs:	2009/10 £	2010/11 £	2011/12 £	2012/13 £	2013/14 £
Employees	21,500	22,900			
Premises					
Transport					
Supplies and Services					
Other					
Gross Cost	21,500	22,900	22,900 (recurring cost)	22,900 (recurring cost)	22,900 (recurring cost)
<u>Income</u>					
Fees and Charges					
Grants					
Other [Specify]					

Gross Income	Nil	Nil			
Net Cost to Revenue Budget	21,500	22,900	22,900 (recurring cost)	22,900 (recurring cost)	22,900 (recurring cost)
Staffing levels contributing to employee costs:					
Value Added Tax:					
N/A					
Quality Control – Date: (for Financial Services use only)					
Contact Officer:	Ned Kemp/Carolyn Curr				
Telephone: 7030/7017					
e-mail: nedk@carlisle.gov.uk					
Agreed by Director:					

Reference
NRR06
[Finance use only]

REVENUE BUDGET PRESSURE PRO FORMA 2009/10

Please complete the pro-forma and return to Alison Taylor as soon as possible but no later than the 10 October 2008. Please contact Alison on extension 7280 if you need any assistance.

DIRECTORATE:	People, Policy and Performance
PORTFOLIO:	Promoting Carlisle
PORTFOLIO HOLDER:	Cllr Mike Mitchelson
SERVICE HEAD:	Carolyn Curr
BID TITLE:	Staff Recognition Award Scheme

Is this bid required to develop existing services	Y
To provide resources for service growth	N

Brief Description of Bid:

To secure £10,000 annually, to support a staff recognition award scheme which will value and recognise staff achievements and contributions that make a difference to the customers they provide services for. This is included within the action plan which supports the Corporate Communications Policy 2008. This policy incorporates the Internal Communications Policy, approved and published in 2007.

Objective and Outcome:

- To promote and support a culture where new ideas are shared and good practice and innovation is recognised throughout the organisation.
- To motivate employees.
- To formally celebrate employee achievements in relation to Customer Service excellence, service improvement and the Council's values.
 - To improve productivity and employee engagement
 - Support and promote the Council's values and a culture of recognition.
 - Recognise innovation and good practice where there has been little or no recognition before
 - Celebrate individual and team successes and contributions
 - Celebrate people and teams who make the difference between ordinary and exceptional service
 - An effort to improve staff morale during a particularly difficult period job evaluation and vacancy management.

This scheme will support the Internal Communications action plan so that there is a 2% year on year increase on indicator LP142 - Percentage of staff satisfied with internal communications. This will be monitored through:

- The Annual Employee Opinion Survey
- IIP Assessments
- Appraisals
- Employee feedback methods

Specific Impact on Corporate Priorities and Service Standards:

As this scheme is open to all employees, it supports staff to achieve the Corporate Priorities and Service Standards.

The award scheme will fully support many elements of the Workforce Development Plan action points:

1. **A strategic underpinning framework**
2. A new Corporate Development Programme (*City First*)
3. **Fully effective employees providing quality services**
4. Enhanced leadership
5. Enhanced partnership working.

Other strategies and policies:

- Corporate Plan
- Corporate Communications Policy
- Community Empowerment Priority
- Community Engagement Policy
- Corporate health – anecdotal evidence that poor morale has had negative impact on sickness absence. This scheme aims to boost morale.

Will, or has, the proposal been the subject of a separate report to Members, including Overview and Scrutiny?

No

Other Strategic Considerations:

This revenue investment is needed to meet an identified service improvement; internal communications. There is currently no budget to support any internal communications project. With this scheme there is an opportunity to show that the authority is investing in its staff and appreciates a job well done and celebrate the work of all employees, teams and individuals.

A full scheme is attached to this application.

Risk Assessment:

This would be a key part of helping to improve employee satisfaction levels but it provides a focus for the organisation to celebrate success, something which has been observed that we have not carried out in the past. The risk of not having this event is limited, however by staging the event, we would strive to have a positive impact on employee satisfaction levels, low morale and motivation of staff.

Risk	Likelihood	Impact	Action to mitigate risk		
No action taken to address rising sickness absence; employee satisfaction continues to fall and low morale and demotivation.	H	H	Actions within the Corporate Communications Action Plan and the Workforce Development Plan.		
Operating Costs:	2009/10 £	2010/11 £	2011/12 £	2012/13 £	2013/14 £
Employees					
Premises					

Transport					
Supplies and Services	£10,500				
Other					
Gross Cost	£10,500				
<u>Income</u>					
Fees and Charges					
Grants					
Other [Specify]					
Gross Income					
Net Cost to Revenue Budget	£10,500 A review will be needed after Year 1. A year on year percentage increase, however, would be required to account for rising costs of venues and suppliers				
Staffing levels contributing to employee costs:					
Value Added Tax:					
Quality Control – Date: (for Financial Services use only)					
Contact Officer:	Jo Osborne				
Telephone: ext 7534					
e-mail: joo@carlisle.gov.uk					
Agreed by Director:					

REVENUE BUDGET PRESSURE PRO FORMA 2009/10

Please complete the pro-forma and return to Alison Taylor as soon as possible but no later than the 10 October 2008. Please contact Alison on extension 7280 if you need any assistance.

DIRECTORATE:	People Policy Performance
PORTFOLIO:	Overview and Scrutiny
PORTFOLIO HOLDER:	
SERVICE HEAD:	Carolyn Curr
BID TITLE:	Joint Scrutiny post

Is this bid required to develop existing services	yes
To provide resources for service growth	yes

Brief Description of Bid:

To part fund along with Cumbria County Council and the Cumbria district councils a joint scrutiny post to support the Joint Cumbria Scrutiny Committee to develop scrutiny of the Local Area Agreement

Objective and Outcome:

Extract from minutes, CLASB meeting, 15 August 2008:

Scrutiny in the Light of Local Area Agreement

The meeting received a report and presentation from M Hyatt, Cumbria County Council, setting out proposals for a new joint scrutiny structure to meet the requirement for strategic and co-ordinated monitoring and overview of the Cumbria Local Area Agreement. A new County Joint Overview Scrutiny Committee would replace the existing joint arrangements and would require jointly resourced officer support. Members favoured the creation of fixed term contracts over permanent positions in order to facilitate review if necessary.

It was **AGREED** that

- a. the proposal for the formation of the Cumbria Joint Overview Scrutiny Committee be supported, and
- b. the Districts undertake to meeting their share of the Scrutiny Officer and support costs, based on the apportionment of costs between districts agreed by CLASB, and subject to the approval of detailed costings, so that the County Joint Overview and Scrutiny Committee can make decisions about the appointment process.

Specific Impact on Corporate Priorities and Service Standards:

Under new legislation, scrutiny committees at a local and strategic level will have an opportunity to ensure the LAA is delivering on what councils as a whole want to achieve. Under new provisions, an extensive list of named 'partner authorities' will have a duty to co-operate with scrutiny committees. More effective scrutiny county-wide will contribute towards the new national performance framework and Comprehensive Area Assessment, the starting point of which is the LAA. Much of what is in the LAA is translated at the local level within the Community Plan for Carlisle and the priorities of the City Council. Developing the approach in Cumbria will assist us in developing a more robust approach and understanding within the City Council.

Will, or has, the proposal been the subject of a separate report to Members, including Overview and Scrutiny? Extract from meeting of Overview & Scrutiny Management Committee, 17 April 2008

FUTURE ARRANGEMENTS FOR JOINT SCRUTINY OF THE LOCAL AREA AGREEMENT

The Scrutiny Manager (Mrs Tibbs) submitted Report OS.03/08 which detailed the proposal of the County Joint Overview and Scrutiny Group to establish a joint overview and scrutiny Committee to undertake strategic scrutiny of the Cumbria Local Area Agreement and co-ordinate joint scrutiny across the County.

Mrs Tibbs explained that the County Joint Overview Scrutiny Group had considered a report which outlined the proposal to establish a joint scrutiny committee and highlighted the resolution of the Group.

Mrs Tibbs explained that membership of the Committee was based on the Cumbria Health and Wellbeing Scrutiny Committee model and it was proposed that 2 members from each authority would be appointed to the Committee. It was also proposed that the new joint scrutiny committee was properly resourced and managed by a full time dedicated officer. It was envisaged that the new post would be jointly funded and led in partnership by all of the authorities.

RESOLVED

- 1) That the Committee supports the proposal of the County Joint Overview Scrutiny Group;
- 2) That the Committee refers the proposal to the Leader and Chief Executive to take to the Cumbria Local Authorities Strategic Board to consider funding the initiative jointly from all Cumbria Local Authorities.

Other Strategic Considerations:

To exploit opportunities afforded by new legislation and the new performance framework.

Risk Assessment:

Risk	Likelihood	Impact	Action to mitigate risk
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Reputation risk associated with failure to meet our contribution agreed with the County Council and District Councils	H	H	Meet our agreed contribution		
Joint scrutiny of the LAA is not developed	H	M	As above		
Cumbria, and therefore Carlisle performs poorly under new performance framework and CAA	H	H	As above		
Operating Costs:	2009/10 £	2010/11 £	2011/12 £	2012/13 £	2013/14 £
Employees	5720 ⁴	5720			
Premises	0	0			
Transport	0	0			
Supplies and Services	0	0			
Other	0	0			
Gross Cost					
<u>Income</u>	0				
Fees and Charges	0				
Grants	0				
Other [Specify]	0				
Gross Income	0				
Net Cost to Revenue Budget	5720	5720			
Staffing levels contributing to employee costs:					
Value Added Tax:					
Quality Control – Date: (for Financial Services use only)					

⁴ Contribution based on population formula

Contact Officer:	
Telephone:	
e-mail:	
Agreed by Director:	

REVENUE BUDGET PRESSURE PRO FORMA 2009/10

Please complete the pro-forma and return to Alison Taylor as soon as possible but no later than the 10 October 2008. Please contact Alison on extension 7280 if you need any assistance.

DIRECTORATE:	COMMUNITY SERVICES
PORTFOLIO:	INFRASTRUCTURE
PORTFOLIO HOLDER:	CLLR RAY BLOXHAM
SERVICE HEAD:	LES TICKNER
BID TITLE:	MAKING SPACE FOR WATER

Is this bid required to develop existing services	Y/N
To provide resources for service growth	Y/N

Brief Description of Bid: The Making Space for Water group was set up following the major flood event in 2005. It is a multi-agency group formed from senior technical officers from Carlisle City Council, Cumbria County Council, United Utilities and the Environment Agency. This is the third year the group has been in existence. The terms of reference for the group are as follows: -

Carlisle Recovery/MSFW Group Terms of Reference

The terms of reference for the Carlisle Recovery/MSFW Group are as follows:

- To represent a range of interests from the Environment Agency, Carlisle City Council, Cumbria County Council and United Utilities
- To bring to the attention of the group, all flood related problems in the Carlisle area
- To better understand the nature of the flooding problems and to achieve wherever possible a consensus as to the routine maintenance and operational requirements at each flood risk location
- To develop and improve wherever possible, additional flexibility within the operational roles for each organisation, to sit within the emergency action plans
- To set out the necessary communications structure which will enable the best use of all available resources during future flood events
- To establish a clear process for communicating the findings/actions of the group to both professional partners and the general public
- To communicate any changes to operational procedures to other professional partners and if necessary, the general public

Upon completion of the draft action plan, the role of the group will become more focussed upon the issues and possible actions required in order to address the problems of urban flooding, as discussed in the Government's 'Making Space for Water' initiative. The terms of reference for the Group will then include:

- To review and re-appraise where necessary each organisation's planned expenditure

regarding flood risk (over the next 5 years)

- To clarify the mechanisms of prioritisation /expenditure justification within each organisation and look for opportunities to carry out joint schemes to address flood risk from different sources
- To work in partnership to carry out investigations into the causes of flooding and the possible solutions
- To establish working frameworks which will allow projects to be jointly funded where necessary, with clear roles and responsibilities
- To include discussions regarding planning issues in the city which may affect the performance of existing drainage systems
- To communicate any outputs from the group to other professional partners and if necessary, the general public.

In order to resource this work each partner has committed to a contribution of £25,000 per year. The agreed funding expires at the end of 2008/09.

This bid seeks the approval of funding at a similar level for the next three years. The funding has been generally utilised to appoint specialists in order to undertake detailed assessments of complex flooding issues. These issues come to the attention of the group in several ways, i.e. inspection, flood events, reports by the public or members. Many problems leading to flooding result from multi agency responsibility and without the shared resource to enable investigation these matters would not be resolved in a timely or prioritised manner.

Objective and Outcome: The objective of the bid is to enable the continuation of this multi agency approach to resolving complex flooding issues. This will enable problems to be investigated in a more structured way and proposed resolutions to be agreed, costed and prioritised by the group.

Specific Impact on Corporate Priorities and Service Standards: The work contributes to the Cleaner Greener Safer corporate priority by dealing with flooding issues that cause financial, social and emotional pressures for members of the public as well as businesses.

Will, or has, the proposal been the subject of a separate report to Members, including Overview and Scrutiny? The Making Space for Water Group reports progress to Overview and Scrutiny on a 6 monthly basis.

Other Strategic Considerations: This work forms part of a Strategic View in relation to flood risk.

Risk Assessment: If the funding is not approved the reported problems would not be dealt with in this way as each partners working in isolation does not have access to the specialist resources required to undertake the investigation without having to re-prioritise their existing workload. This could lead to problems not being resolved in a timely or cost effective manner.

Risk	Likelihood	Impact	Action to mitigate risk		
Operating Costs:	2009/10	2010/11	2011/12	2012/13	2013/14
	£	£	£	£	£
Employees					
Premises					
Transport					
Supplies and Services	25,000	25,000	25,000		
Other					
Gross Cost	25,000	25,000	25,000		
<u>Income</u>					
Fees and Charges					
Grants					
Other [Specify]					
Gross Income	NIL	NIL	NIL		
Net Cost to Revenue Budget	25,000	25,000	25,000		

Staffing levels contributing to employee costs: Specialist technical resources either in house or procured externally.

Value Added Tax:

Quality Control – Date: (for Financial Services use only)

Contact Officer: LES TICKNER

Telephone: 01228 618534

e-mail: LES.TICKNER@CARLISLE.GOV.UK

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Agreed by Director:

REVENUE BUDGET PRESSURE PRO FORMA 2009/10

Please complete the pro-forma and return to Alison Taylor as soon as possible but no later than the 10 October 2008. Please contact Alison on extension 7280 if you need any assistance.

DIRECTORATE:	COMMUNITY SERVICES
PORTFOLIO:	INFRASTRUCTURE
PORTFOLIO HOLDER:	CLLR RAY BLOXHAM
SERVICE HEAD:	LES TICKNER
BID TITLE:	RAFFLES VISION ENVIRONMENTAL MAINTENANCE

Is this bid required to develop existing services	Y/N
To provide resources for service growth	Y/N

Brief Description of Bid: The bid is put forward in order to fund the ongoing maintenance to areas of land in Raffles which are scheduled for development by Lovells. The land in question was formally occupied by housing, which was demolished to make way for the new housing development by Lovells.

The funding is requested to undertake to ongoing maintenance of the grassed areas pending subsequent development phases as well as ongoing environmental maintenance of undeveloped and developed phases.

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Ongoing maintenance of the grassed areas pending subsequent development phases (This will reduce over time as phases are completed)	£ 9,000
---	---------

- | | |
|---|---------|
| <ul style="list-style-type: none"> Ongoing environmental maintenance of developed and undeveloped phases | £ 8,500 |
| | £17,500 |

Objective and Outcome: The objective of the bid is to ensure the area remains maintained and is not left to deteriorate where it will become a blight on the development and have potential for negative reactions to the proposed developments.

Specific Impact on Corporate Priorities and Service Standards: The work contributes to the cleaner, greener and safer corporate priority and will ensure the area is maintained to a satisfactory standard.

Will, or has, the proposal been the subject of a separate report to Members, including Overview and Scrutiny? The bid is effectively a follow up to Committee Report CS 28/06 which was reported to Executive on 12 June 2006. Section 1.6 page 3 'it is suggested that over the next 3 years a provision of £97,500 be made and that the position be reviewed at the end of that period.

Other Strategic Considerations: In order to assist in the sale of properties on all the undeveloped land it is important to show prospective buyers that the land is being maintained to an acceptable standard.

Risk Assessment: Failure to maintain the land and environmental infrastructure could slow down the remaining development and possibly put off potential buyers.

Risk	Likelihood	Impact	Action to mitigate risk		
Operating Costs:	2009/10	2010/11	2011/12	2012/13	2013/14
	£	£	£	£	£
Employees	13,000	13,000	13,000		
Premises					
Transport	2,000	2,000	2,000		
Supplies and Services	2,500	2,500	2,500		
Other					
Gross Cost	17,500	17,500	17,500		
<u>Income</u>					
Fees and Charges					
Grants					
Other [Specify]					
Gross Income	NIL	NIL	NIL		
Net Cost to Revenue Budget	17,500	17,500	17,500		

Staffing levels contributing to employee costs: Highways Operatives, Green Spaces

Operatives, Area Maintenance Operatives and Joiner.					
Value Added Tax:					
Quality Control – Date: (for Financial Services use only)					
Contact Officer:		Les Tickner			
Telephone: 01228 618534					
e-mail: LES.TICKNER@CARLISLE.GOV.UK					

Agreed by Director:

REVENUE BUDGET PRESSURE PRO FORMA 2009/10

Please complete the pro-forma and return to Alison Taylor as soon as possible but no later than the 10 October 2008. Please contact Alison on extension 7280 if you need any assistance.

DIRECTORATE:	COMMUNITY SERVICES
PORTFOLIO:	INFRASTRUCTURE
PORTFOLIO HOLDER:	CLLR RAY BLOXHAM
SERVICE HEAD:	LES TICKNER
BID TITLE:	AREA MAINTENANCE STREET CLEANING

Is this bid required to develop existing services	YES
To provide resources for service growth	YES

Brief Description of Bid:

The bid is made to provide additional resources in support of specific street cleaning issues namely clearance of back lanes, both adopted and unadopted and the emptying of litter bins as well as additional street cleaning in the City Centre.

Back Lane Clearance – There has been an increase over the past 18 months in littering in both adopted and unadopted back lanes. There is no single identifiable reason for this and it is happening despite ongoing and targeted education, awareness and enforcement campaigns. When the littering is reported or identified there is a delay in responding whilst responsibility is determined. On many occasions this can not be attributed and in these circumstances no action would be taken unless the matter was deemed to be a statutory nuisance. This creates additional non-productive resource requirements in the way of further complaint, further inspection and further correspondence. The availability of resources from the Probation Service is sporadic and in any event we, as the Waste Disposal Authority still have to take the waste to tip.

Litter Bin Emptying – Over the years the number of litter bins in the City and the District has grown from 450 to 900 plus. This has been a sharp rise over only the last 5 years or so. It has definitely helped to keep the City in the top quartile for Indicator BV199, however without additional resource to ensure these bins are emptied more regularly there has been an increase in complaints leading to dissatisfied members of the public and deterioration in the service standard. The clean neighbourhood legislation and the Carlisle is Cleaner campaign has worked well with people now using litter bins. The success of the campaign however has led to not only requests for more litter bins to be installed but also for the existing bins to need emptied more frequently.

Additional street cleaning in the City Centre – The weekend economy has grown rapidly over the last few years. Shopping on a Sunday is proving popular however, the availability of street cleaning and litter bin emptying in the City Centre on a weekend has been at the

expense of cleaning in other areas of the City. The bid is made to provide additional resources to specifically target the City Centre at the appropriate times.

The bid to provide these resources is for £50,000 per year for three years in order that a more appropriate level of service can be provided in these three key areas. The funding will also be used for related education and awareness, enforcement following investigation, where possible, as well as the physical removal and disposal of the waste.

Objective and Outcome:

The outcome of the bid is to ensure the public realm is clean and safe and promote the City as being attractive and looked after.

Specific Impact on Corporate Priorities and Service Standards:

The bid contributes directly to the Cleaner, Greener, Safer corporate priority.

Will, or has, the proposal been the subject of a separate report to Members, including Overview and Scrutiny?

The introduction of area based teams was the subject of a Committee Report CTS 24/04 which was presented to Executive on the 20th December 2004.

Other Strategic Considerations:

The development of the Area Maintenance Teams is considered to be a key area where community empowerment and participation is being promoted.

Risk Assessment:

If the bid is not successful additional resource will need re-directed which will result in reduced standards or a less responsive service being provided in environmental and public realm service provision.

Risk	Likelihood	Impact	Action to mitigate risk		
Operating Costs:	2009/10	2010/11	2011/12	2012/13	2013/14
	£	£	£	£	£
Employees	33,000	33,000	33,000		
Premises					
Transport	3,500	3,500	3,500		
Supplies and Services	3,500	3,500	3,500		
Other					
Gross Cost	40,000	40,000	40,000		
<u>Income</u>					
Fees and Charges					
Grants					

Other [Specify]					
Gross Income	Nil	Nil	Nil		
Net Cost to Revenue Budget	40,000	40,000	40,000		
Staffing levels contributing to employee costs:					
Value Added Tax:					
Quality Control – Date: (for Financial Services use only)					
Contact Officer:	Les Tickner				
Telephone: 01228 618534					
e-mail: les.tickner@carlisle.gov.uk					

Agreed by Director:

Cllr Mike Mitchelson
Leader
Carlisle City Council
Civic Centre
Carlisle
CA3 8QG

20th October 2008

Dear Mr Mitchelson,

Budget Bid, Cllrs Small Scale Community Projects Fund.

This fund was established almost three years ago to allow Councillors the opportunity to deal with issues 'on the ground'. Experience has shown that quite often these are raised by residents in the ward or by Parish Councils in the rural areas. This is consistent with the Government thinking on empowerment in the community, particularly through elected representatives.

In my own ward I have been able to use this funding to support larger projects through matched funding, including contributions to two road extensions, relocation of a bus stop, and a project at Dalston Station. It seems that other Councillors have had a similar experience, although I recognise that not every Councillor has taken up the scheme to the same degree.

Last year a District wide allocation of £80,000, distributed across the wards on a per capita divided evenly between the Councillors. Although this is the third year it is still on a non recurring basis.

I formally request then, that this bid of £80,000 be incorporated in the 2009/10 estimates for consideration in this year's budget process. If there are standard forms to complete or other protocols to follow, I would appreciate it if you could advise me accordingly.

Yours sincerely.

REVENUE BUDGET PRESSURE PRO FORMA 2009/10

Please complete the pro-forma and return to Alison Taylor as soon as possible but no later than the 10 October 2008. Please contact Alison on extension 7280 if you need any assistance.

DIRECTORATE:	People, Policy & Performance
PORTFOLIO:	Learning and Development
PORTFOLIO HOLDER:	Cllr Barry Earp
SERVICE HEAD:	Carolyn Curr
BID TITLE:	Apprenticeship Programme

Is this bid required to develop existing services	N
To provide resources for service growth	Y

Brief Description of Bid:

Non recurring revenue funding proposal to develop an apprenticeship programme at Carlisle City Council. 10 apprentices would be taken on for a 2 year pilot programme.

Objective and Outcome:

The programme would form a first step in the Council developing a 'Grow your own' approach to workforce development.

The vocational areas covered by the apprenticeship programme would be business administration, motor vehicle, highways, area maintenance, horticulture, sport and recreation, accounting and customer service.

The programme would be aimed at young people aged 16 – 18 and they would work towards a work-based vocational level 2 qualification (equivalent to 5 A* to C grade GCSEs). They would be employed on 2 year contracts.

Community Services Directorate delivers a wide range of services and has experience of similar initiatives. With it's current involvement in the Skills for Life strategy and Train to Gain it is best placed to access funding for training and development. For those reasons it is proposed that the majority of the apprenticeship placements in this pilot be sited there with a view to rolling it out in other Directorates.

Costings are based on best practice proposals in regard to weekly payments related to age and approximate to £7,775 per apprentice per year inclusive.

Specific Impact on Corporate Priorities and Service Standards:

Learning City is one of the Council's priorities and a theme within this is 'leading by example'. The Council wants to be seen as an employer of choice and to be setting the example in workforce development for other public, private and third sector organisations in Carlisle. Developing an apprenticeship programme would fit with this stated goal.

The Workforce Development Plan noted that 30% of the Council staff will retire in the next 10 years. It also stated that 34% of the workforce were aged over 50 and only 5% were under 25.

Will, or has, the proposal been the subject of a separate report to Members, including Overview and Scrutiny?

No

Other Strategic Considerations:

SMT has discussed and fully supports this proposal.

Risk Assessment:

Risk	Likelihood	Impact	Action to mitigate risk
Ageing Council workforce with 30% due to retire in next 10 years	3	3	Develop apprenticeship scheme and implement other strategies to attract younger workers to the Council.
Failure to focus clear corporate priorities	2	3	Align spending and projects with corporate priorities

Operating Costs:	2009/10 £	2010/11 £	2011/12 £	2012/13 £	2013/14 £
Employees	42,500	78,500	34,500		
Premises					
Transport					
Supplies and Services					
Other					
Gross Cost	42,500	78,500	34,500		
<u>Income</u>					
Fees and Charges					
Grants					
Other [Specify]					
Gross Income					
Net Cost to Revenue Budget	42,500	78,500	34,500		

Staffing levels contributing to employee costs:

10 apprentices employed on 2 year contracts from September 2009 to August 2011

Value Added Tax:

Quality Control – Date: (for Financial Services use only)

Contact Officer: Emma Titley, Learning City Manager

Telephone: 01228 817597

e-mail: emmat@carlisle.gov.uk

Agreed by Director: Jason Gooding

REVENUE BUDGET PRESSURE PRO FORMA 2009/10

Please complete the pro-forma and return to Alison Taylor as soon as possible but no later than the 10 October 2008. Please contact Alison on extension 7280 if you need any assistance.

DIRECTORATE:	COMMUNITY SERVICES
PORTFOLIO:	ENVIRONMENT AND INFRASTRUCTURE
PORTFOLIO HOLDER:	CLLR BLOXHAM
SERVICE HEAD:	FACILITIES (Gordon Nicolson)
BID TITLE:	2009/10 TRANSPORT FUEL COSTS

Is this bid required to develop existing services	Y/N
To provide resources for service growth	Y/N

Brief Description of Bid:

The bid is for the City Council's additional projected cost of £97,000 for transport fuel from 2009/10 onwards. This is for the functioning of the City Council's transport related activities. This does not include business mileage costs.

Fuel costs have progressively risen in recent years with a substantial peak in July 08 which has subsided in the past 6 weeks. Whilst the market remains unpredictable and indeed volatile - affected by exchange rates ,economic downturn ,OPEC release etc, this bid is endeavouring to reflect on the predicted trend. Therefore this bid is based on an average of \$66 /barrel.

Actual 2007/08	Projected 08/09	Projected 2009/10	Increase for 2009/10 based on 08/09 <u>budget</u>
Petrol & diesel - £366,848	£420,000	£459,000	£91,000
Gas oil - £17,218	£21,000	£23,000	£6,000
Total - £384,066	£441,000	£482,000	£97,000

Objective and Outcome:

The bid is required for the fuel requirements of the City Council's operations and services. Fuel consumption is monitored.

Specific Impact on Corporate Priorities and Service Standards:

Transport fuel is necessary for the City Council's operations and services. While efficiencies are being identified as part of the City Council's commitment to reduce carbon emissions, rises in fuel costs ,above the base cost used in this report ,are unpredictable but possible.

Will, or has, the proposal been the subject of a separate report to Members, including Overview and Scrutiny?

No.

Other Strategic Considerations:

Risk Assessment:

Fuel and energy costs have been evaluated in accordance with the Council's Risk Management Policy.

2009/10 projected costs could obviously be underestimated if fuel costs rise greater than anticipated at \$66/ barrel. Predictions have been based on Goldman Sachs and U-Switch predictions with reductions to accommodate the recent substantial reduction in |Sept./ Oct. Consumption could be higher than anticipated due to unexpected changes in operations or services.

Risk	Likelihood	Impact	Action to mitigate risk		
Projected costs are underestimated.	Medium	High	Costs have taken into account projected rises. Costs are closely monitored and reported.		
Higher consumption due to unexpected changes in operations/services.	Medium	High	Level of demand anticipated.		
Operating Costs:	2009/10 £	2010/11 £	2011/12 £	2012/13 £	2013/14 £
Employees					
Premises					
Transport	£97,000				
Supplies and Services					
Other					
Gross Cost	£97,000				
<u>Income</u>					

Fees and Charges					
Grants					
Other [Specify]					
Gross Income					
Net Cost to Revenue Budget	£97,000				
Staffing levels contributing to employee costs: N/A					
Value Added Tax: N/A					
Quality Control – Date: (for Financial Services use only)					
Contact Officer:	Rachel Osborn				
Telephone: ext 8579					
e-mail: rachelo@carlisle.gov.uk					
Agreed by Director:					