

# REPORT TO EXECUTIVE

## PORTFOLIO AREA: FINANCE & RESOURCES

Date of Meeting: 05 November 2001

Public

Key Decision: Yes

Recorded in Forward  
Plan:

Yes

Inside Policy Framework

**Title:** LEISURE AND COMMUNITY DEVELOPMENT SERVICES –  
REVENUE ESTIMATES 2002/03

**Report of:** The City Treasurer

**Report reference:** Financial Memo 2001/02 No 101

### Summary:

This report considers the revised revenue estimates for 2001/02 together with the estimates for 2002/03 for Leisure and Community Development services. The report is compiled in the light of the City Council's agreed budget strategy for 2002/03.

### Recommendations:

The Executive is requested to approve the estimates for the purposes of formulating a recommended budget to Council.

**Contact Officer:** Steven Clinton

**Ext:** 7282

CITY OF CARLISLE

To: The Chairman and Members of Financial Memo

The Executive 2001/02 No 101

05 November 2001

LEISURE AND COMMUNITY DEVELOPMENT SERVICES –

REVENUE ESTIMATES 2002/03

## 1. BACKGROUND INFORMATION AND OPTIONS

1. This report summarises the revenue estimates for the Leisure and Community Development Services. The net budget requirement for each service area is summarised below with more detail being shown in the Appendices.

<b><u>2000/01</u></b>		<b><u>App</u></b>	<b><u>2001/02</u></b>	<b><u>2001/02</u></b>	<b><u>2002/03</u></b>
<b><u>Actual</u></b>			<b><u>Original</u></b>	<b><u>Revised</u></b>	<b><u>Estimate</u></b>
<b><u>£</u></b>			<b><u>£</u></b>	<b><u>£</u></b>	<b><u>£</u></b>
83,570	Leisure – General	A	89,140	104,820	9,370
1,114,095	Parks & Countryside	B	1,180,180	1,279,020	1,310,420
265,949	Bereavement Services	C	261,840	230,500	299,290
1,586,895	Community Support	D	1,538,420	1,599,550	1,567,570
1,313,688	Museums	E	1,411,440	1,606,850	1,675,740
1,457,248	Sports & Recreation	F	1,507,860	1,879,900	1,812,830
<b>5,821,445</b>	<b>Total Net Budget Requirement</b>		<b>5,988,880</b>	<b>6,700,640</b>	<b>6,675,220</b>

- These estimates have been compiled in accordance with the City Council's agreed budget strategy for 2002/03. They have been prepared on an outturn basis with assumptions built in regarding price changes for all goods and services; in particular the pay award due in April 2002 has been assumed at 3 %. The estimates are cash limited at these amounts, which means that, once approved, Budget Holders must operate within this budget.
- Where estimates have not been contained within agreed cash limits then this is indicated in the relevant section of this report.
- The estimates are presented to the Executive in a summarised format. A set of papers containing all the detailed estimate provisions is available from the City Treasurer's Department on request.
- Members should note that while these estimates have generally been finalised, some budgets might be subject to change before the estimate cycle is completed. This principally relates to the "Central Administration" recharges, which have still to be finally agreed between service departments.
- The requirement by the Council to charge depreciation (plus a notional interest charge) on all of the Council's property assets instead of an asset rent calculated at 6% of capital value has resulted in an increased charge to the Leisure and Community Development Services of £568,850. The increase is indicated in the relevant appendices. This additional charge will, however, not affect the Council's overall bottom line expenditure requirement, since there is an equal and opposite credit generated elsewhere by the charge.
- Leisure and Community Development services fall under the responsibility of three separate portfolios i.e. Health and Well Being, Community Activities and Infrastructure, Environment and Transport, as indicated within the attached appendices.

## 2. GENERAL LEISURE SERVICES

- This section comprises Leisure Departmental Administration, which is fully recharged to other Leisure Services.

Also included are miscellaneous budgets, namely

- i. Residual Archaeology costs; the agreed contribution towards the cost of an Urban Archaeology Database of c. £9,000 pa for three years (2002/03 being the final year), plus one-off redundancy costs in 2001/02 as approved by Council.
- ii. The budget approved for the Leisuretime externalisation process.

1. The Net Budget Requirement for these services is shown attached at **Appendix 'A'**. A detailed analysis of the changes between Original and Revised Estimate 2001/02 and the Estimate for 2002/03 can be found at **Appendix 'A1'**.

## 2. PARKS AND COUNTRYSIDE SERVICES

1. Parks and Countryside comprises the following services:

- Grounds Contract Supervision (fully recharged to other services)
- Landscape Services
- Allotment and Arboricultural Services
- Play Areas
- Countryside Recreation
- Parks and Open Spaces
- ECCP

1. The Net Budget Requirement is summarised in **Appendix 'B'**. An analysis detailing the variation between Original and Revised Estimate 2001/02 and the Estimate for 2002/03 can be found at **Appendix 'B1'**.

## 2. BEREAVEMENT SERVICES

1. The Bereavement Services Division deals with the maintenance of various Cemeteries within the Carlisle area and the Crematorium located at Dalston Road.
2. The Net Requirement is summarised at **Appendix 'C'**. An analysis detailing the variation between Original and Revised Estimate 2001/02 and the Estimate for 2002/03 can be found at **Appendix 'C1'**.
3. The original budget figure shown within the Corporate Charging report, considered by the Executive at its last meeting, did not include provision for the income generated from Medical Referees. Therefore the income generated of £31,450 in 2002/03 is less than the figure quoted in the Charges Review report.

## 3. COMMUNITY SUPPORT SERVICES

1. The Community Support Services includes the Community Centres, Community Development and Young People's and Play Development and the Benefits Advice Centre.
2. The Net Requirement is summarised at **Appendix 'D'**. An analysis detailing the variation between Original and Revised Estimate 2001/02 and the Estimate for 2002/03 can be found at **Appendix 'D1'**.

## 4. MUSEUMS

1. The costs associated with the operation of Tullie House and the Guildhall are included under this section.
2. The Net Requirement is summarised at **Appendix 'E'**. An analysis detailing the variation between Original and Revised Estimate 2001/02 and the Estimate for 2002/03 can be found at **Appendix 'E1'**.

3. The Museums estimates have not been contained within agreed limits to the amount of £38,800 in 2001/02 (£18,000 of which is non-recurring), plus an additional £7,400 in 2002/03. The principal reason for the increased budget requirement is due to a loss of income from two main sources:
  - i. A reduction in the private sector contribution to the Millennium project, and
  - ii. The impact of Foot and Mouth disease on the tourist visitor profile.

## **7. SPORTS & RECREATION**

1. This section includes Sports Development, plus the Leisuretime functions of the Sands Leisure Centre, Outdoor Recreation including Bitts Park, St James Park, the Sheepmount and Golf Courses at Stonyholme and the Swifts, and the Pools Swimming and Health Suite.
2. The Net Requirement is summarised at **Appendix 'F'**. An analysis detailing the variation between Original and Revised Estimate 2001/02 and the Estimate for 2002/03 can be found at **Appendix 'F1'**.

## **8. CONSULTATION**

This report will be referred to the relevant Overview and Scrutiny Committee to give them an opportunity to comment on any aspect of the estimates presented within this report, as part of the budget process.

## **9. STAFFING/RESOURCES COMMENTS**

Not applicable.

## **10. CITY TREASURER'S COMMENTS**

Included within the report.

## **11. LEGAL COMMENTS**

Not applicable.

## **12. CORPORATE COMMENTS**

The Director of Leisure and relevant Heads of Service have been fully involved in the compilation of these estimates and in the preparation of this report.

## **13. ENVIRONMENTAL IMPLICATIONS**

Not applicable.

## **14. RECOMMENDATIONS**

The Executive is requested to approve the estimates for the purposes of formulating a

recommended budget to Council.

D THOMAS

City Treasurer

Contact Officer: Steven Clinton Ext: 7282

LEISURE & COMMUNITY DEVELOPMENT SERVICES ESTIMATES 2002/03			
			ORIGINAL
OUTTURN			ESTIMATE
2000/01			2001/02
£			£
LEISURE MANAGEMENT SERVICES			
72,061	LEISURE MANAGEMENT	0	
PORTFOLIO: HEALTH AND WELL BEING			
0	LEISURETIME EXTERNALISATION	80,000	
PORTFOLIO: INFRASTRUCTURE, ENVIRONMENT AND TRANSPORT			
11,509	ARCHAEOLOGY	9,140	
83,570	NET BUDGET REQUIREMENT	89,140	
			APPENDIX "A1"
LEISURE AND COMMUNITY DEVELOPMENT SERVICES - MANAGEMENT SERVICES			
ANALYSIS OF CHANGES FROM BASE ESTIMATE			
		£	£
ORIGINAL BASE ESTIMATE 2001/02			89,140
1.Adjustments Approved by Committee/Officers To Date			
Salary Savings budgets vired to Central Overheads			46,600
2.Expenditure Adjustments			
Allowed Changes			
- Leased Car Recharges		330	
- Salary related adjustments		(370)	(40)
3. Internal Recharge Adjustments			
Increase /(decrease) in Central Administration charges		15,780	
Increase /(decrease) in Central Accommodation charges		1,600	

Increase /(decrease) in recharges to other cost centres	(62,810)	(45,430)
ADJUSTED BASE ESTIMATE 2001/02		90,270
<b>4. Non Recurring Items</b>		
Non Recurring Supplementary estimates (Archaeology redundancy costs)		14,550
<b>REVISED ESTIMATE 2001/02</b>		<b>104,820</b>
ADJUSTED BASE ESTIMATE 2001/02		90,270
<b>5. Adjustments approved by Committee/Officers To Date</b>		
Non Recurring New Policy Initiatives (Leisuretime Externalisation)		(80,000)
<b>6. Expenditure Adjustments</b>		
Allowed Changes		
- Leased Car Recharges	(220)	
- Salary related adjustments	620	400
Inflation Provision		
- General	360	
- Salary related	2,500	2,860
<b>7. Internal Recharge Adjustments</b>		
Increase in Central Administration charges	(1,820)	
Increase /(decrease) in Central Accommodation charges	(580)	
Increase /(decrease) in recharges to other cost centres	(1,760)	(4,160)
<b>BASE ESTIMATE 2002/03</b>		<b>9,370</b>
<b>LEISURE &amp; COMMUNITY DEVELOPMENT SERVICES ESTIMATES 2002/03</b>		
<b>OUTTURN</b>		<b>ORIGIN</b>
2000/01		ESTIMATE
£		2001/02
		£
<b>PARKS &amp; COUNTRYSIDE</b>		
<b>PORTFOLIO: INFRASTRUCTURE, ENVIRONMENT AND TRANSPORT</b>		
2	GROUNDS CONTRACT SUPERVISION	-6
83,047	LANDSCAPE SERVICES	87
2	PARKS & COUNTRYSIDE SUPPORT	
4,784	PARKS DEVELOPMENT OFFICER	7
47,234	ARBORICULTURE	46
24,546	BITTS PARK DEPOT	17
80,841	PARKS PATROLS	92
692,218	PARKS & OPEN SPACES	723
<b>PORTFOLIO: HEALTH AND WELL BEING</b>		
16,155	ALLOTMENTS	16

65,151	COUNTRYSIDE RECREATION	79
48,175	EAST CUMBRIA COUNTRYSIDE PROJECT	53
	PORTFOLIO: COMMUNITY ACTIVITIES	
51,940	PLAY AREAS	61
1,114,095	NET BUDGET REQUIREMENT	1,180

## APPENDIX "B1"

## LEISURE AND COMMUNITY DEVELOPMENT SERVICES - PARKS AND COUNTRYSIDE

## ANALYSIS OF CHANGES FROM BASE ESTIMATE

	£	£
ORIGINAL BASE ESTIMATE 2001/02		1,180,180
<b>1.Expenditure Adjustments</b>		
Allowed Changes		
- Grounds Maintenance	2,510	
- Capital Charges	72,410	
- Salary related adjustments	(410)	
- Other	1,200	75,710
<b>2. Internal Recharge Adjustments</b>		
Increase /(decrease) in Departmental Administration	18,250	
Increase /(decrease) in Central Accommodation charges	3,810	
Increase /(decrease) in recharges to other cost centres	(4,830)	17,230
ADJUSTED BASE ESTIMATE 2001/02		1,273,120
<b>3. Non Recurring Items</b>		
Budgets b/fwd from 2000/01 (per Council 17 July 2001)		5,900
REVISED ESTIMATE 2001/02		1,279,020
ADJUSTED BASE ESTIMATE 2001/02		1,273,120
<b>4. Expenditure Adjustments</b>		
Allowed Changes		
- ECCP net expenditure	(5,930)	
- Salary related adjustments	8,670	2,740
Inflation Provision		
- General	22,440	
- Salary related	15,080	37,520
<b>5. Income Adjustments</b>		
Allotments income	(410)	
Corporate Charging Target	(580)	(990)
<b>6. Internal Recharge Adjustments</b>		
Increase /(decrease) in Central Administration charges	6,960	
Increase /(decrease) in Departmental Administration charges	5,450	
Increase /(decrease) in Central Accommodation charges	(230)	
Increase /(decrease) in recharges to other cost centres	(14,150)	(1,970)

BASE ESTIMATE 2002/03		1,310,420
LEISURE & COMMUNITY DEVELOPMENT SERVICES ESTIMATES 2002		
OUTTURN		ORIGINAL
2000/01		ESTIMATE
£		2001/02
		£
BEREAVEMENT SERVICES		
PORTFOLIO: HEALTH AND WELL BEING		
3	ADMINISTRATION	0
437,784	CEMETERIES	442,900
-167,277	CREMATORIUM	-179,190
-4,561	MEDICAL REFEREES	-1,870
265,949	NET BUDGET REQUIREMENT	261,840

## APPENDIX "C1"

## LEISURE AND COMMUNITY DEVELOPMENT SERVICES - BEREAVEMENT SERVICES

## ANALYSIS OF CHANGES FROM BASE ESTIMATE

	£	£
ORIGINAL BASE ESTIMATE 2001/02		261,840
<b>1.Expenditure Adjustments</b>		
Allowed Changes		
- Grounds Maintenance	1,150	
- Capital Charges	26,530	
- Salary related adjustments	(5,210)	
- Other	1,450	23,920
<b>2. Internal Recharge Adjustments</b>		
Increase /(decrease) in Departmental Administration	42,620	
Increase /(decrease) in recharges to other cost centres	(31,910)	10,710
ADJUSTED BASE ESTIMATE 2001/02		296,470
<b>3. Non Recurring Items</b>		
Budgets b/fwd from 2000/01 (per Council 17 July 2001)	5,000	
NNDR (RV reduction on the Crematorium)	(70,970)	(65,970)
REVISED ESTIMATE 2001/02		230,500
ADJUSTED BASE ESTIMATE 2001/02		296,470
<b>4. Expenditure Adjustments</b>		
Allowed Changes		



- Lump Sum Car Allowance					150		
- Salary related adjustments					4,500	4,650	
Inflation Provision							
- General					20,840		
- Salary related					5,040	25,880	
<b>5. Income Adjustments</b>							
Volume Changes - Additional Cemeteries income generated					(8,370)		
Corporate Charging Target (3.5%)					(23,080)	(31,450)	
<b>6. Internal Recharge Adjustments</b>							
Increase /(decrease) in Central Administration charges					5,310		
Increase /(decrease) in Departmental Administration charges					8,060		
Increase /(decrease) in Corporate & Democratic Core					(3,650)		
Increase /(decrease) in recharges to other cost centres					(5,980)	3,740	
<b>BASE ESTIMATE 2002/03</b>						<b>299,290</b>	

## LEISURE & COMMUNITY DEVELOPMENT SERVICES ESTIMATES 2001/02

<b>OUTTURN</b>		<b>ORIGINAL</b>
<b>2000/01</b>		<b>ESTIMATE</b>
<b>£</b>		<b>2001/02</b>
		<b>£</b>
	<b>COMMUNITY SUPPORT SERVICES</b>	
	<b>PORTFOLIO: COMMUNITY ACTIVITIES</b>	
655,641	COMMUNITY CENTRES	585,210
695,112	COMMUNITY SUPPORT	686,500
122,981	PLAY & YOUNG PEOPLE'S DEVELOPMENT	129,190
113,161	BENEFITS ADVICE CENTRE	137,520
<b>1,586,895</b>	<b>NET BUDGET REQUIREMENT</b>	<b>1,538,420</b>

### APPENDIX "D1"

<b>LEISURE AND COMMUNITY DEVELOPMENT SERVICES - COMMUNITY SUPPORT SERVICES</b>			
<b>ANALYSIS OF CHANGES FROM BASE ESTIMATE</b>			
	£	£	
<b>ORIGINAL BASE ESTIMATE 2001/02</b>		<b>1,538,420</b>	
<b>1.Expenditure Adjustments</b>			
Allowed Changes			
- NNDR		5,300	
- Energy related costs		3,570	
- Capital Charges		36,140	
- Salary related adjustments		-11,530	
- Other		-970	32,510

2.Income Adjustments								
Volume Changes - Reduced County Council Contribution towards Community Centres						5,000		
3. Internal Recharge Adjustments								
Increase /(decrease) in Departmental Administration						10,470		
Increase /(decrease) in Central Accommodation						4,290	14,760	
ADJUSTED BASE ESTIMATE 2001/02							1,590,690	
4. Non Recurring Items								
Budgets b/fwd from 2000/01 (per Council 17 July 2001)							8,860	
REVISED ESTIMATE 2001/02							1,599,550	
ADJUSTED BASE ESTIMATE 2001/02							1,590,690	
5. Adjustments Approved by Committee/Officers To Date								
Non Recurring New Policy initiatives (One Big Sunday/Grants to PC's)						-29,000		
Non Recurring Municipal Repair & Maintenance (Currock & Morton CC)						-16,500		
Saving on Grant to Law Centre (3 years)						-10,000	-55,500	
6. Expenditure Adjustments								
Allowed Changes								
- NNDR						-17,100		
- Salary related adjustments						10,860	-6,240	
Inflation Provision								
- General						17,070		
- Salary related						15,970	33,040	
7. Internal Recharge Adjustments								
Increase /(decrease) in Central Administration charges						7,520		
Increase /(decrease) in Departmental Administration charges						2,020		
Increase /(decrease) in Corporate & Democratic Core						-2,740		
Increase /(decrease) in Central Accommodation charges						-1,220	5,580	
BASE ESTIMATE 2002/03							1,567,570	
LEISURE & COMMUNITY DEVELOPMENT SERVICES ESTIMATES 2002/03								
						ORIGINAL		
OUTTURN						ESTIMATE		
2000/01						2001/02		
£						£		
MUSEUMS								
PORTFOLIO: COMMUNITY ACTIVITIES								
1,292,885	TULLIE HOUSE						1,382,340	
20,803	GUILDHALL						29,100	
1,313,688	NET BUDGET REQUIREMENT						1,411,440	
						APPENDIX "E1"		
LEISURE AND COMMUNITY DEVELOPMENT SERVICES - MUSEUMS								

ANALYSIS OF CHANGES FROM BASE ESTIMATE			
		£	£
ORIGINAL BASE ESTIMATE 2001/02			1,411,440
<b>1.Expenditure Adjustments</b>			
Allowed Changes			
- Capital Charges		160,790	
- Salary related adjustments		130	
- Other		2,500	163,420
<b>2.Income Adjustments</b>			
Volume Changes - Reduced Net Income Projection		10,800	
Volume Changes -Private Contribution		10,000	20,800
<b>3. Internal Recharge Adjustments</b>			
Increase /(decrease) in Departmental Administration			10,470
ADJUSTED BASE ESTIMATE 2001/02			1,606,130
<b>4. Non Recurring Items</b>			
Budgets b/fwd from 2000/01 (per Council 17 July 2001)			30,000
NNDR - RV Reduction (Tullie House)			-47,280
Atrium Development - Committee approved			18,000
REVISED ESTIMATE 2001/02			1,606,850
ADJUSTED BASE ESTIMATE 2001/02			1,606,130
<b>5. Expenditure Adjustments</b>			
Allowed Changes			
- NNDR		510	
- Reduction in planned and essential repairs		-7,000	
- Energy		-4,530	
- Other		-190	-11,210
Volume Changes - Net effect on income			7,400
Inflation Provision			
- General		16,620	
- Salary related		19,630	36,250
<b>6. Internal Recharge Adjustments</b>			
Increase /(decrease) in Central Administration charges		40,530	
Increase /(decrease) in Departmental Administration charges		2,020	
Increase /(decrease) in Corporate & Democratic Core		-5,380	37,170
BASE ESTIMATE 2002/03			1,675,740
LEISURE & COMMUNITY DEVELOPMENT SERVICES ESTIMATES 2000/01			
			ORIGINAL
OUTTURN			ESTIMATE
2000/01			2001/02
£			£

SPORTS & RECREATION		
PORTFOLIO: HEALTH & WELL BEING		
103,985	SPORTS DEVELOPMENT	138,960
1	RECREATION CONTRACT SUPERVISION	-2,000
795,161	SANDS CENTRE	811,560
54	SANDS CENTRE THEATRE FEASIBILITY STUDY	( )
365,435	POOLS	356,760
192,612	OUTDOOR RECREATION	202,580
1,457,248	NET REQUIREMENT	1,507,860

## APPENDIX "F1"

## LEISURE AND COMMUNITY DEVELOPMENT SERVICES - SPORTS AND RECREATION

## ANALYSIS OF CHANGES FROM BASE ESTIMATE

	£	£
ORIGINAL BASE ESTIMATE 2001/02		1,507,860
<b>1.Expenditure Adjustments</b>		
Allowed Changes		
- NNDR	(1,050)	
- Transport related costs	3,070	
- Capital Charges	272,980	
- Salary related adjustments	(3,290)	
- Other	230	271,940
Volume Changes - net increase in payment to Leisuretime		5,320
<b>2. Internal Recharge Adjustments</b>		
Increase /(decrease) in recharges to other cost centres	(1,780)	
Increase /(decrease) in Departmental Administration	12,250	
Increase /(decrease) in Central Accommodation	970	11,440
ADJUSTED BASE ESTIMATE 2001/02		1,796,560
<b>3. Non Recurring Items</b>		
Budgets b/fwd from 2000/01 (per Council 17 July 2001)		83,340
REVISED ESTIMATE 2001/02		1,879,900
ADJUSTED BASE ESTIMATE 2001/02		1,796,560
<b>4. Expenditure Adjustments</b>		
Allowed Changes		
- Salary related adjustments		12,280
- Payment to Leisuretime (incorporating Corporate Charging Policy of £46,820)		(10,500)
Inflation Provision		
- General	8,620	

- Salary related						2,410	11,030
<b>5. Internal Recharge Adjustments</b>							
Increase /(decrease) in Central Administration charges						5,870	
Increase /(decrease) in Departmental Administration charges						2,380	
Increase /(decrease) in Corporate & Democratic Core						(4,060)	
Increase /(decrease) in recharges to other cost centres						(370)	
Increase /(decrease) in Central Accommodation charges						(360)	3,460
<b>BASE ESTIMATE 2002/03</b>							<b>1,812,830</b>