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Tuesday 8 December 2009

To: Councillor Simon Edwards, Portfolio Holder

Roger Hall
Mervyn Loynes
Robin Martlew
Richard Summerfield

Scrutiny Monitor
Scrutiny Monitor
Opposition Spokesman
Opposition Spokesman

Dear Sir / Madam

Please find enclosed the Capital and Revenues Estimate Pack, which will be discussed at the next meeting of **FINANCE AND STAFFING PORTFOLIO HOLDER'S**, which will be held in **MONKFIELD ROOM, FIRST FLOOR** at South Cambridgeshire Hall on **WEDNESDAY, 16 DECEMBER 2009 at 6.00 p.m.**

Yours faithfully
GJ HARLOCK
Chief Executive

Requests for a large print agenda must be received at least 48 hours before the meeting.

AGENDA

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| 3. | Capital and Revenue Estimates for Staffing and Central Overhead Accounts |
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PAGES
1 - 36

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FOR INFORMATION

DETAILED REVENUE ESTIMATES
AND CAPITAL ESTIMATES FOR THE
STAFFING AND CENTRAL OVERHEAD ACCOUNTS

REVENUE:

REVISED 2009/2010

ESTIMATE 2010/2011

CAPITAL:

REVISED 2009/2010

ESTIMATES TO 2012/13

SUBJECT TO APPROVAL ON 16 DECEMBER 2009

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STAFFING AND OVERHEAD ACCOUNT ESTIMATES**CONTENTS****PAGE No.****REVENUE ESTIMATES: REVISED 2009/2010 AND ESTIMATE 2010/2011****Central Rechargeable Costs :**

Overall Summary of Expenditure	1
Summary Of All Staffing Expenditure (exc.Wardens, DLO,DSO)	2
Portfolio Staffing Expenditure:	
Finance and Staffing	3
Sustainability, Procurement and Efficiency	4
Environmental Services	5
Housing	6
Planning	7
New Communities	8
Policy and Performance (including ICT)	9
Leader	10
Overhead Accounts	
Waterbeach Depot	11
Cambourne Offices	11
Central Expenses	12
Central Support Services	12
Recharges to Services	13 & 14
Cost Centre Managers	
List of Cost Centre Managers For Departmental Cost Centres	15 & 16
Cost Centre Summaries:	
Revised Estimate 2009/2010	17
Estimate 2010/2011	18
Memorandum Departmental Expenditure :	
Summary of Expenditure	19
Chief Officers and Housing Futures	20
Community and Customer Services (inc.Contact Centre)	21
Corporate Services (exc.ICT)	22
ICT	23
New Communities	24
Planning Services	25
Affordable Homes	26
Health and Environmental Services	27

CAPITAL ESTIMATES:

<u>REVISED 2009/2010 AND ESTIMATES TO 2012/2013</u>	28
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Actual 2008/09 £	STAFFING AND CENTRAL OVERHEAD ACCOUNTS	Estimate 2009/10 £	Revised 2009/10 £	Estimate 2010/11 £
	SUMMARY OF EXPENDITURE RECHARGEABLE TO SERVICES OF ALL PORTFOLIOS			
	Portfolio Staffing Expenditure			
4,250,850	Finance and Staffing	4,615,010	4,513,250	4,390,720
793,538	Sustainability, Procurement and Efficiency	807,820	786,660	771,320
2,069,787	Environmental Services	2,276,710	2,208,620	2,223,010
3,033,657	Housing	2,823,600	2,935,830	2,666,910
2,405,253	Planning	2,680,850	2,520,880	2,313,730
1,635,317	New Communities	1,979,930	1,787,800	1,470,400
2,063,913	Policy and Performance	2,111,720	1,962,080	2,036,220
186,138	Leader	246,920	197,500	210,890
0	Unallocated reductions	(270,000)	0	(250,000)
16,438,453	Staffing Expenditure excluding overheads	17,272,560	16,912,620	15,833,200
	Overhead Accounts			
117,772	Waterbeach Depot	126,380	123,180	201,300
1,050,217	Cambourne Office	1,009,940	1,015,050	973,480
299,986	Central Expenses	325,130	309,760	304,720
378,521	Central Support Services - Other	375,380	345,450	365,720
18,284,949	Staffing Expenditure and Overheads	19,109,390	18,706,060	17,678,420
(546,123)	Less Recharges included above from : Staffing to Overheads	(503,130)	(507,760)	(508,650)
17,738,826	Net rechargeable costs	18,606,260	18,198,300	17,169,770
(17,738,826)	Recharges to all Portfolio Direct Services from : Staffing and Admin Buildings (inc.Depot)	(18,876,260)	(18,198,300)	(17,419,770)
0	Unallocated reductions to General Fund/HRA/Capital	(270,000)	0	(250,000)
0	Less unallocated reductions apportioned to: HRA/Capital	56,700	0	50,000
0	Net unallocated cost/(credit) to General Fund Summary	(213,300)	0	(200,000)

Effect of excluding capital charges from net rechargeable costs:

Staffing				
16,438,453	Staffing Expenditure excluding overheads	17,272,560	16,912,620	15,833,200
(345,846)	Less capital charges (ICT, Contact Centre, Dev Control)	(326,850)	(311,910)	(323,820)
16,092,607	Net staffing costs excluding capital charges	16,945,710	16,600,710	15,509,380
Overhead Accounts				
1,300,373	Overhead Expenditure excluding staffing recharges	1,333,700	1,285,680	1,336,570
(171,937)	Less capital charges (Admin Buildings))	(172,940)	(157,900)	(157,900)
1,128,436	Net overhead costs excluding capital charges	1,160,760	1,127,780	1,178,670
Total				
17,738,826	Net rechargeable costs	18,606,260	18,198,300	17,169,770
(517,783)	Less capital charges (no overall effect on General Fund)	(499,790)	(469,810)	(481,720)
17,221,043	Net rechargeable costs excluding capital charges	18,106,470	17,728,490	16,688,050

Actual 2008/09 £		Estimate 2009/10 £	Revised 2009/10 £	Estimate 2010/11 £
SUMMARY OF ALL STAFFING COSTS (excluding Wardens and DLO/DSO staff)				
EXPENDITURE				
Employees				
13,124,065	Salaries(excluding Wardens)	14,670,260	13,697,250	14,571,290
729,402	Other Employee Costs	190,440	614,110	113,110
2,408	Premises	6,420	5,590	6,150
Transport Related Expenses				
420,564	Car Allowances	474,110	443,470	383,360
Supplies & Services				
134,832	Equipment, Furniture, Materials,Clothing etc.	111,140	111,890	112,450
	Printing, Stationery, General			
100,549	Office Expenses,Books and Manuals etc.	110,240	107,440	110,140
83,837	Internal Audit Fees	87,200	80,840	77,200
265	Bank Charges	0	0	0
266,405	Legal, Professional and Consultancy	81,440	156,420	68,370
23,689	Data Capture	59,700	44,700	60,700
37,832	Other	35,000	36,000	36,620
Communications and Computing				
91,508	Postage	102,930	104,110	104,480
58,961	Telephones	63,050	59,570	62,780
448,531	Computers and Word Processors	377,970	384,320	403,680
353	Debit Cards	400	300	300
Expenses				
15,566	Staff Subsistence	14,160	11,180	10,940
97,178	Seminars and Courses	100,200	95,830	63,810
Grants and Subscriptions				
52,245	Subscription to Professional Bodies	54,310	53,270	23,580
Capital Financing Costs				
0	Direct Revenue Financing	0	0	0
347,929	Capital Charges	346,850	331,910	362,150
Miscellaneous				
21,880	Other	31,110	30,970	31,210
Agency and Contracted Services				
668,852	External Contractors	683,580	683,580	700,670
Income				
(2,083)	Deferred Government Grants	(20,000)	(20,000)	(38,330)
(83,513)	Government Grants	0	(7,200)	0
(202,802)	Other Income	(37,950)	(77,930)	(55,460)
0	Reduction to meet Savings Target	0	(35,000)	(1,126,000)
<u>16,438,453</u>	ALLOCATED DIRECT EXPENDITURE SUMMARY	<u>17,542,560</u>	<u>16,912,620</u>	<u>16,083,200</u>
0	Unallocated reduction for vacancies	(270,000)	0	(250,000)
0	Other unallocated reductions/expenditure	0	0	0
<u>16,438,453</u>	TOTAL DIRECT EXPENDITURE SUMMARY	<u>17,272,560</u>	<u>16,912,620</u>	<u>15,833,200</u>

Actual 2008/09 £		Estimate 2009/10 £	Revised 2009/10 £	Estimate 2010/11 £
PORTFOLIO STAFFING COSTS				
FINANCE AND STAFFING				
EXPENDITURE				
Employees				
3,556,071	Salaries	4,057,320	3,762,850	4,117,620
52,862	Appointment of New Staff	53,090	24,240	12,580
223,344	Agency Staff	21,800	253,790	2,400
14,309	Training	10,560	7,480	6,390
1,633	Other	0	490	0
Premises				
921	Rent	930	970	980
0	Repairs & Maintenance	0	0	0
0	Other	0	0	0
Transport Related Expenses				
50,867	Car Allowances	54,970	50,230	49,820
Supplies and Services				
93,803	Equipment, Furniture and Materials	85,470	87,910	87,570
134	Clothing and Laundry	160	100	160
Printing, Stationery and General				
33,328	Office Expenses	41,450	39,720	43,460
31,423	Books and Manuals	31,130	35,460	33,310
83,837	Internal Audit Fees	87,200	80,840	77,200
5,869	Legal	6,000	6,000	6,000
265	Bank Charges	0	0	0
27,147	Professional and Consultancy	22,000	31,240	11,000
0	Delivery Fees	0	0	0
8,061	Other	6,500	7,500	8,000
Communications and Computing				
54,369	Postage	61,900	59,770	59,800
1,450	Telephones	2,010	1,690	1,910
0	Development of Orchard System	0	0	0
41,369	Purchase of Equipment and Software	8,360	20,990	9,820
0	Rental and Operational Leases	0	0	0
9,830	Repair and Maintenance	10,470	10,590	10,610
0	Materials	0	0	0
0	Stationery	100	0	0
303	Insurance	310	290	290
353	Debit Cards	400	300	300
Expenses				
3,901	Staff Subsistence	4,190	2,730	2,780
31,860	Seminars and Courses	34,940	31,640	21,130
Grants and Subscriptions				
15,946	Subscription to Professional Bodies	17,700	17,160	8,340
Miscellaneous				
888	Other	1,330	1,530	1,330
Capital Financing Costs				
0	Direct Revenue Financing	0	0	0
0	Capital Charges	0	0	0
Agency and Contracted Services				
0	External Contractors	0	0	0
Income				
0	Deferred Government Grants	0	0	0
(83,513)	Government Grants	0	0	0
(9,780)	Other	(5,280)	(22,260)	(5,080)
0	Reduction to meet Savings Target	0	0	(177,000)
<u>4,250,850</u>	DIRECT EXPENDITURE SUMMARY	<u>4,615,010</u>	<u>4,513,250</u>	<u>4,390,720</u>

Actual 2008/09 £		Estimate 2009/10 £	Revised 2009/10 £	Estimate 2010/11 £
PORTFOLIO STAFFING COSTS				
SUSTAINABILITY, PROCUREMENT AND EFFICIENCY				
EXPENDITURE				
	Employees			
83,099	Salaries	86,790	68,350	61,370
0	Appointment of New Staff	0	0	0
0	Agency Staff	1,380	0	1,820
0	Training	0	0	0
354	Other	120	120	120
	Premises			
0	Rent	0	0	0
0	Repairs & Maintenance	0	0	0
0	Other	0	0	0
	Transport Related Expenses			
0	Car Allowances	0	0	0
	Supplies and Services			
8	Equipment, Furniture and Materials	1,200	500	1,200
498	Clothing and Laundry	800	650	650
	Printing, Stationery and General			
354	Office Expenses	620	620	620
0	Books and Manuals	0	0	0
0	Internal Audit Fees	0	0	0
0	Legal	0	0	0
0	Bank Charges	0	0	0
0	Professional and Consultancy	0	0	0
0	Delivery Fees	0	0	0
1,328	Other	1,000	1,000	1,000
	Communications and Computing			
10	Postage	200	0	50
0	Telephones	0	0	0
0	Development of Orchard System	0	0	0
300	Purchase of Equipment and Software	0	0	0
0	Rental and Operational Leases	0	0	0
0	Repair and Maintenance	0	0	0
0	Materials	0	0	0
0	Stationery	0	0	0
0	Insurance	0	0	0
0	Debit Cards	0	0	0
	Expenses			
0	Staff Subsistence	0	0	0
0	Seminars and Courses	200	200	120
	Grants and Subscriptions			
0	Subscription to Professional Bodies	0	0	0
	Miscellaneous			
0	Other	0	0	0
	Capital Financing Costs			
0	Direct Revenue Financing	0	0	0
38,735	Capital Charges	31,930	31,640	3,700
	Agency and Contracted Services			
668,852	External Contractors	683,580	683,580	700,670
	Income			
0	Deferred Government Grants	0	0	0
0	Government Grants	0	0	0
0	Other	0	0	0
0	Reduction to meet Savings Target	0	0	0
793,538	DIRECT EXPENDITURE SUMMARY	807,820	786,660	771,320

Actual 2008/09 £		Estimate 2009/10 £	Revised 2009/10 £	Estimate 2010/11 £
PORTFOLIO STAFFING COSTS				
ENVIRONMENTAL SERVICES				
EXPENDITURE				
Employees				
1,884,555	Salaries	2,013,870	1,973,710	2,020,920
5,106	Appointment of New Staff	12,500	2,500	12,500
9,769	Agency Staff	15,570	5,570	15,960
4,912	Training	7,110	7,100	4,300
1,334	Other	270	250	270
Transport Related Expenses				
111,912	Car Allowances	122,340	119,610	114,460
Supplies and Services				
15,682	Equipment, Furniture and Materials	9,630	9,580	9,580
247	Clothing and Laundry	1,850	1,000	1,850
Printing, Stationery and General				
6,396	Office Expenses	6,600	6,600	6,600
2,235	Books and Manuals	3,280	3,000	3,280
0	Legal	0	0	0
47,539	Professional and Consultancy	5,430	6,130	5,430
18,786	Other - Out of Hours Telephone Service	27,500	27,500	27,620
Communications and Computing				
7,378	Postage	8,130	8,030	6,450
4,737	Telephones	5,570	5,420	5,460
1,186	Purchase of Equipment and Software	2,590	3,200	3,270
0	Repairs & Maintenance	0	0	0
172	Stationery	0	0	0
2,895	Insurance	3,190	2,840	2,860
Expenses				
2,364	Staff Subsistence	3,320	3,320	3,320
15,562	Seminars and Courses	17,370	17,180	10,510
Grants and Subscriptions				
6,698	Subscription to Professional Bodies	5,880	5,880	2,820
Miscellaneous				
604	Other	4,940	800	780
Income				
(80,282)	Other	(230)	(600)	(230)
0	Reduction to meet Savings Target	0	0	(35,000)
<u>2,069,787</u>	DIRECT EXPENDITURE SUMMARY	<u>2,276,710</u>	<u>2,208,620</u>	<u>2,223,010</u>

Actual 2008/09 £		Estimate 2009/10 £	Revised 2009/10 £	Estimate 2010/11 £
PORTFOLIO STAFFING COSTS				
HOUSING				
EXPENDITURE				
Employees				
2,586,588	Salaries	2,619,460	2,542,390	2,558,150
24,923	Appointment of New Staff	0	6,800	2,000
192,083	Agency Staff	12,430	225,920	15,000
12,217	Training	10,790	15,100	12,530
2,327	Other	0	3,750	0
Premises Related Expenses				
115	Garage Rents	110	2,620	3,120
0	Other	0	0	0
Transport Related Expenses				
116,709	Car Allowances	119,460	114,040	93,140
Supplies and Services				
4,271	Equipment, Furniture and Materials	2,830	4,810	3,560
648	Clothing and Laundry	780	350	500
Printing, Stationery and General				
11,190	Office Expenses	11,250	6,080	6,540
784	Books and Manuals	880	1,160	1,200
0	Legal	0	0	0
0	Bank Charges	0	0	0
46,017	Professional and Consultancy	13,500	7,500	7,500
0	Other	0	0	0
Communications and Computing				
16,652	Postage	18,600	17,350	18,650
5,363	Telephones	5,970	5,380	5,610
8,001	Purchase of Equipment and Software	2,200	4,100	3,000
0	Repairs and Maintenance	200	0	0
923	Rental & Operating Leases	1,800	3,000	3,000
0	Insurance	0	0	0
Expenses				
903	Staff Subsistence	1,870	950	1,000
23,526	Seminars and Courses	18,380	20,350	14,340
Grants and Subscriptions				
11,059	Subscription to Professional Bodies	10,530	10,180	6,870
Miscellaneous				
16,023	Other	0	0	0
Agency & Contracted Services				
0	External Contractors	0	0	0
Capital Financing Costs				
0	Capital Charges	0	0	0
Income				
0	Deferred Government Grants	0	0	0
0	Government Grants	0	(7,200)	0
(46,665)	Other	(27,440)	(48,800)	(44,800)
0	Reduction to meet Savings Target	0	0	(44,000)
<u>3,033,657</u>	DIRECT EXPENDITURE SUMMARY	<u>2,823,600</u>	<u>2,935,830</u>	<u>2,666,910</u>

Actual 2008/09 £		Estimate 2009/10 £	Revised 2009/10 £	Estimate 2010/11 £
PORTFOLIO STAFFING COSTS				
PLANNING				
EXPENDITURE				
Employees				
2,164,188	Salaries	2,455,260	2,288,870	2,453,470
21,786	Appointment of New Staff	0	0	0
0	Agency Staff	0	0	0
11,325	Training	7,750	10,150	4,690
871	Other	0	0	0
Premises				
0	Other	0	0	0
Transport Related Expenses				
94,543	Car Allowances	113,900	105,970	86,650
Supplies and Services				
13,178	Equipment, Furniture and Materials	5,640	4,620	4,620
0	Clothing and Laundry	30	30	30
Printing, Stationery and General				
5,493	Office Expenses	4,810	4,780	4,780
0	Legal	0	15,000	0
1,069	Books and Manuals	1,360	3,360	3,360
Services				
23,247	Professional and Consultancy	0	9,600	0
23,689	Data capture	59,700	44,700	60,700
9,606	Other	0	0	0
Communications and Computing				
10,314	Postage	10,520	11,750	12,040
1,434	Telephones	1,290	1,290	1,300
2,470	Purchase of Equipment and Software	0	0	0
0	Repair and Maintenance	0	0	0
481	Insurance	470	470	470
Expenses				
1,011	Staff Subsistence	1,400	1,440	1,440
9,349	Seminars and Courses	9,430	8,430	5,700
Grants and Subscriptions				
6,929	Subscription to Professional Bodies	7,090	7,900	2,060
Miscellaneous				
3,995	Other	2,000	2,000	2,000
Capital Financing Costs				
309	Capital Charges	200	520	420
Income				
0	Government Grants	0	0	0
(34)	Other	0	0	0
0	Reduction to meet Savings Target	0	0	(330,000)
<u>2,405,253</u>	DIRECT EXPENDITURE SUMMARY	<u>2,680,850</u>	<u>2,520,880</u>	<u>2,313,730</u>

Actual 2008/09 £		Estimate 2009/10 £	Revised 2009/10 £	Estimate 2010/11 £
PORTFOLIO STAFFING COSTS				
NEW COMMUNITIES				
EXPENDITURE				
	Employees			
1,500,025	Salaries	1,878,490	1,690,140	1,861,200
61,623	Appointment of New Staff	0	3,860	0
32,725	Agency Staff	0	2,210	0
7,010	Training	7,910	5,730	4,790
378	Other	0	20	0
	Premises			
0	Repairs & Maintenance	0	0	0
30	Other	0	0	0
	Transport Related Expenses			
34,883	Car Allowances	47,270	42,200	30,430
	Supplies and Services			
4,133	Equipment,Furniture and Materials	1,620	1,260	1,280
0	Clothing & Laundry	100	100	100
4,432	Printing, Stationery and Office Exps	3,280	1,900	2,190
698	Books and Manuals	1,650	940	940
	Services			
10,599	Professional & Consultancy	0	28,240	0
0	Microfilming	0	0	0
51	Other	0	0	0
	Communications and Computing			
2,605	Postage	3,250	5,930	6,190
713	Telephones	790	950	1,060
4,787	Purchase of Equipment & Software	0	440	0
0	Development of Orchard	0	0	0
0	Repairs & Maintenance	0	0	0
0	Rental & Operational Leases	0	0	0
0	Stationery	0	0	0
0	Insurance	0	0	0
	Expenses			
2,164	Staff Subsistence	1,770	1,480	1,480
7,045	Seminars & Courses	7,730	9,500	4,670
	Grants and Subscriptions			
7,547	Subscription to Professional Bodies	8,380	7,680	1,470
	Miscellaneous			
0	Other	22,690	26,490	26,950
	Capital Financing Costs			
0	Capital Charges	0	0	0
	Income			
0	Deferred Government Grants	0	0	0
(46,131)	Other	(5,000)	(6,270)	(5,350)
0	Reduction to meet Savings Target	0	(35,000)	(467,000)
<u>1,635,317</u>	DIRECT EXPENDITURE SUMMARY	<u>1,979,930</u>	<u>1,787,800</u>	<u>1,470,400</u>

Actual 2008/09 £		Estimate 2009/10 £	Revised 2009/10 £	Estimate 2010/11 £
PORTFOLIO STAFFING COSTS				
POLICY AND PERFORMANCE (including ICT)				
EXPENDITURE				
Employees				
1,174,577	Salaries	1,323,280	1,195,270	1,292,280
18,934	Appointment of New Staff	7,660	8,310	4,750
394	Agency Staff	0	0	0
24,880	Training	21,500	16,550	13,010
472	Other	0	0	0
Premises Related Expenses				
0	Garage Rents	0	0	0
1,325	Repairs & Maintenance	5,380	2,000	2,050
17	Other	0	0	0
Transport Related Expenses				
6,321	Car Allowances	7,330	5,850	5,880
Supplies and Services				
2,179	Equipment, Furniture and Materials	930	930	1,250
51	Clothing and Laundry	0	0	0
	Printing, Stationery and General			
2,186	Office Expenses	2,830	2,380	2,710
777	Books and Manuals	860	1,200	910
105,987	Professional and Consultancy	34,510	52,710	38,440
Communications and Computing				
137	Postage	330	980	990
45,195	Telephones	47,200	44,640	47,340
97,298	Purchase of Equipment & Software	53,920	48,110	52,600
17,180	Development of Orchard	17,800	17,650	18,090
255,976	Repair and Maintenance	271,630	267,770	294,730
0	Rental and Operational Leases	0	0	0
504	Materials	0	0	0
69	Stationery	0	0	0
4,787	Insurance	4,930	4,870	4,940
Expenses				
5,162	Staff Subsistence	1,450	1,150	760
8,047	Seminars and Courses	10,950	7,550	6,620
Grants and Subscriptions				
4,066	Subscription to Professional Bodies	4,360	4,260	2,020
Miscellaneous				
0	Other	150	150	150
Capital Financing Costs				
308,885	Capital Charges	314,720	299,750	358,030
Income				
(2,083)	Deferred Government Grants	(20,000)	(20,000)	(38,330)
(19,410)	Other	0	0	0
0	Reduction to meet Savings Target	0	0	(73,000)
<u>2,063,913</u>	DIRECT EXPENDITURE SUMMARY	<u>2,111,720</u>	<u>1,962,080</u>	<u>2,036,220</u>

Actual 2008/09 £		Estimate 2009/10 £	Revised 2009/10 £	Estimate 2010/11 £
PORTFOLIO STAFFING COSTS				
LEADER				
EXPENDITURE				
Employees				
174,962	Salaries	235,790	175,670	206,280
3,600	Appointment of New Staff	0	0	0
0	Agency Staff	0	14,000	0
0	Training	0	0	0
231	Other	0	170	0
Premises				
0	Rent	0	0	0
0	Repairs & Maintenance	0	0	0
0	Other	0	0	0
Transport Related Expenses				
5,329	Car Allowances	8,840	5,570	2,980
Supplies and Services				
0	Equipment, Furniture and Materials	100	50	100
0	Clothing and Laundry	0	0	0
Printing, Stationery and General				
184	Office Expenses	220	220	220
0	Books and Manuals	20	20	20
0	Professional and Consultancy	0	0	0
Communications and Computing				
43	Postage	0	300	310
69	Telephones	220	200	100
0	Purchase of Equipment & Software	0	0	0
0	Development of Orchard System	0	0	0
0	Repair and Maintenance	0	0	0
0	Rental and Operational Leases	0	0	0
0	Stationery	0	0	0
0	Insurance	0	0	0
Expenses				
61	Staff Subsistence	160	110	160
1,789	Seminars and Courses	1,200	980	720
Grants and Subscriptions				
0	Subscription to Professional Bodies	370	210	0
Miscellaneous				
370	Other	0	0	0
Agency and Contracted Services				
0	External Contractors	0	0	0
Capital Financing Costs				
0	Capital Charges	0	0	0
Income				
0	Deferred Government Grants	0	0	0
(500)	Other	0	0	0
0	Reduction to meet Savings Target	0	0	0
<u>186,138</u>	DIRECT EXPENDITURE SUMMARY	<u>246,920</u>	<u>197,500</u>	<u>210,890</u>

Actual 2008/09 £		Estimate 2009/10 £	Revised 2009/10 £	Estimate 2010/11 £
WATERBEACH DEPOT				
EXPENDITURE				
	Premises Related Expenses			
0	Depot Relocation	0	0	67,000
5,962	Repair and Maintenance	3,100	3,100	3,100
14,438	Rates	15,020	15,020	14,380
11,030	Water and Sewerage Services	13,920	17,700	18,150
35,001	Rent	35,000	35,000	35,000
2,895	Fire protection/security	2,260	2,260	2,320
9,547	Cleaning and Domestic Supplies	10,180	10,180	10,410
4,838	Catering Provisions	5,340	5,340	5,470
905	Premises Insurance	830	860	890
	Supplies and Services			
19	Equipment	1,870	200	1,870
20,980	Communications and IT	24,680	20,290	24,680
915	Miscellaneous insurance	660	960	980
140	Miscellaneous other	630	100	630
	Central, Departmental and Support Services			
679	Corporate Services	730	710	640
10,423	Health and Environmental Services	11,160	11,460	15,780
0	Capital Charges	1,000	0	0
<u>117,772</u>	NET EXPENDITURE to be recharged	<u>126,380</u>	<u>123,180</u>	<u>201,300</u>
CAMBOURNE OFFICE				
EXPENDITURE				
	Transport Related Expenses			
8,040	Contract Hire	0	0	0
7,562	Travel	0	0	0
	Premises Related Expenses			
67,887	Repair and Maintenance	47,350	47,350	48,530
3,342	Grounds Maintenance	3,540	5,610	5,750
106,074	Energy Costs	113,700	92,850	93,300
	Rent & Rates			
301,224	Business Rates	313,270	316,220	297,660
10,000	Car Park Lease	0	6,500	0
17,996	Business Park service charge	19,540	19,620	20,200
6,142	Water Services	6,680	5,000	5,130
1,260	Fixtures and Fittings	1,160	1,160	1,190
7,285	Purchase of Security Systems	7,330	7,330	7,510
78,149	Cleaning and Domestic Supplies	75,540	73,810	75,680
10,442	Premises Insurance	10,950	10,910	11,450
	Supplies and Services			
4,468	Equipment, Furniture & Fittings	5,490	9,790	5,720
90	Pest control	90	0	0
	Communications and Computing			
50,196	Telephones	51,280	51,000	52,000
0	New Equipment	1,000	0	1,000
11,260	Maintenance	25,220	12,000	12,300
2,948	Miscellaneous Expenses	3,090	2,950	3,050
8,279	Miscellaneous Insurance	8,490	9,680	9,880
	Central, Departmental and Support Services			
11,568	Corporate Services	11,550	11,460	11,360
830	Health and Environmental Services	880	1,720	870
163,242	Affordable Homes	131,850	172,190	153,000
	Capital Financing Costs			
171,937	Capital Charges	171,940	157,900	157,900
<u>1,050,221</u>	TOTAL EXPENDITURE	<u>1,009,940</u>	<u>1,015,050</u>	<u>973,480</u>
	INCOME			
(4)	Other Recoverable Costs	0		
<u>1,050,217</u>	NET EXPENDITURE to be recharged	<u>1,009,940</u>	<u>1,015,050</u>	<u>973,480</u>

Actual 2008/09 £		Estimate 2009/10 £	Revised 2009/10 £	Estimate 2010/11 £
CENTRAL EXPENSES				
EXPENDITURE				
Employees				
60,573	Personal Training Scheme/Investors in People	54,130	32,130	32,130
8,088	ICT Training	9,120	9,120	9,120
13,591	Employee Assistance Programme	16,280	16,280	16,280
0	Management Development	0	22,000	22,000
0	Bright Ideas Scheme	500	500	500
0	Equality Issues (moved to Community Services)	0	0	0
560	Compensation for Loss of Office	580	580	580
11,300	East of England Regional Assembly	11,580	11,600	11,900
0	Employers Organisation/IDEA	0	0	0
104,796	Employee Related Insurance	112,550	115,580	114,940
Supplies and Services				
5,806	Security Services	5,930	5,930	0
22,512	Health and Safety at Work Legislation	29,650	19,000	21,650
300	Other	3,350	1,800	3,350
Central, Departmental and Support Services				
1,244	Chief Officers and Housing Futures	0	0	0
31,027	Corporate Services	27,600	29,210	22,520
1,090	Planning Services	1,130	0	0
50,228	Health and Environmental Services	53,450	46,480	50,070
311,115	TOTAL EXPENDITURE	325,850	310,210	305,040
(10,464)	Other Recoverable Income	(100)	0	0
(665)	Interest - Car Loans	(620)	(450)	(320)
299,986	NET EXPENDITURE to be recharged to Departments	325,130	309,760	304,720
CENTRAL SUPPORT SERVICES				
EXPENDITURE				
Employees				
24,702	Catering Staff	26,480	26,930	26,850
Supplies and Services				
41,475	Equipment and Materials	45,500	45,500	45,910
232	Clothing, Uniforms and Laundry	0	0	0
30,192	Printing, Stationery & General Office Expenses	29,500	29,500	29,500
Communications and Computing				
4,732	Postage	7,150	7,150	7,150
Miscellaneous				
3,054	Insurance	3,100	2,970	3,030
Central, Departmental and Support Services				
5,437	Chief Officers and Housing Futures	4,390	3,940	4,300
114,509	Community and Customer Services	118,240	109,760	112,000
92,717	Corporate Services	87,380	72,750	85,500
13,952	Planning Services	6,550	1,000	6,050
38,139	Affordable Homes	36,330	35,630	35,050
11,038	Health and Environmental Services	11,890	11,450	11,510
(1,658)	Income	(1,130)	(1,130)	(1,130)
378,521	NET EXPENDITURE to be recharged to Departments	375,380	345,450	365,720

Actual 2008/09 £	SUMMARY OF RECHARGES TO SERVICES	Estimate 2009/10 £	Revised 2009/10 £	Estimate 2010/11 £
	Portfolios - General Fund			
4,275,756	Finance and Staffing	4,536,700	4,435,670	4,571,370
127,204	Sustainability, Procurement and Efficiency	147,490	159,150	154,130
2,410,413	Environmental Services	2,587,070	2,550,810	2,592,090
1,335,652	Housing - General Fund	1,320,860	1,436,050	1,277,660
3,308,435	Planning	3,656,570	3,478,610	3,169,560
2,204,203	New Communities	2,531,630	2,162,260	1,835,870
368,454	Policy and Performance	403,260	339,470	354,550
243,052	Leader	373,130	315,560	317,110
<u>14,273,169</u>	Total Recharges to Portfolios (General Fund)	<u>15,556,710</u>	<u>14,877,580</u>	<u>14,272,340</u>
3,141,398	Housing Revenue Account/Housing Futures	3,072,590	3,052,290	3,042,260
324,259	Capital	246,960	268,430	105,170
<u>17,738,826</u>	Total Recharges to Services	<u>18,876,260</u>	<u>18,198,300</u>	<u>17,419,770</u>
	UNALLOCATED COSTS (rechargeable costs not allocated to services at this stage)			
	Unspecified unallocated costs			
0	Reduction for vacancies	(270,000)	0	(250,000)
0	Other unallocated reductions/expenditure	0	0	0
<u>0</u>		<u>(270,000)</u>	<u>0</u>	<u>(250,000)</u>
	Analysis of Unallocated costs			
0	General Fund	(213,300)	0	(200,000)
0	Housing Revenue Account/Capital	(56,700)	0	(50,000)
<u>0</u>		<u>(270,000)</u>	<u>0</u>	<u>(250,000)</u>
	TOTAL NET RECHARGEABLE COSTS			
17,738,826	Total Recharges to Services	18,876,260	18,198,300	17,419,770
0	Unallocated costs	(270,000)	0	(250,000)
<u>17,738,826</u>	Total Net Rechargeable Costs	<u>18,606,260</u>	<u>18,198,300</u>	<u>17,169,770</u>

Actual 2008/09 £	DETAILED RECHARGES TO SERVICES	Estimate 2009/10 £	Revised 2009/10 £	Estimate 2010/11 £
1,154,963	Finance and Staffing Portfolio	1,178,970	1,258,670	1,210,640
827,374	Council Tax and Housing Benefit	913,610	899,000	1,003,140
226,053	Corporate Management	304,910	251,240	273,500
31,537	Land Charges	33,800	31,560	29,970
247,378	Treasury Management	272,830	241,750	263,540
875,730	Cost of NNDR Collection	864,390	839,490	873,950
44,228	Cost of Council Tax Collection	59,540	60,560	66,490
77,713	Elections	77,540	86,170	94,890
790,780	Register of Electors	831,110	767,230	755,250
	Democratic Representation (inc.Admin.Buildings)			
64,943	Sustainability, Procurement and Efficiency Portfolio	79,090	65,400	66,320
62,261	Sustainability	68,400	93,750	87,810
	Awarded Water Courses			
427,606	Environmental Services Portfolio	427,400	463,120	447,600
2,464	Environmental Health General	2,660	2,580	2,580
200,858	Footway Lighting	219,340	213,780	218,720
96,229	Food Safety	102,140	93,590	99,770
262,018	Pest Control	297,550	293,620	300,470
282,249	Waste Management, Street Cleansing, etc	303,280	284,670	304,750
164,868	Refuse Collection Service	177,150	171,200	181,020
288,365	Street Cleansing Service	312,510	306,030	309,340
32,055	Environmental Protection	35,700	45,950	34,550
28,625	Emergency Planning	31,540	32,790	33,360
150,705	Action on Dogs	169,380	155,660	157,290
79,668	Licences Act 2003 and Gambling Act 2005	92,480	100,900	104,130
78,028	Taxi Licensing	83,020	65,690	67,230
58,206	Miscellaneous Environmental Health Services	62,500	61,880	62,480
41,860	Illegal Encampments	45,880	46,060	45,420
216,609	Improvement Grants	224,540	213,290	223,380
	Home Improvement Agency			
	Housing Portfolio			
125,238	Housing General Fund	135,390	139,980	72,240
177,399	Housing Associations	161,190	181,760	182,700
194,114	Homelessness	167,460	222,620	175,890
182,091	Housing Advisory Service	156,660	147,310	138,410
118,401	General Fund Housing Strategy (inc.Needs Survey)	139,650	141,160	143,950
200,967	Floating Support	162,560	166,450	160,420
100,887	Choice Based Letting	130,220	125,660	90,660
100,688	Equality and Diversity	109,970	133,960	120,650
61,685	Travellers Issues (All Sites)	70,810	67,760	69,090
74,182	Travellers Caravan Sites	86,950	109,390	123,650
	Other General Fund Housing Services			
710,283	Housing Revenue Account/Housing Futures	831,940	811,240	947,590
1,212,073	Repairs and Maintenance	1,190,250	1,161,240	1,158,070
492,673	Administrative Expenses	489,670	521,730	533,010
354,324	Specialised Support Services	373,650	416,380	403,590
372,045	Direct Labour Organisation	187,080	141,700	0
	Housing Futures (partly General Fund)			
2,481,811	Planning Services Portfolio	2,763,460	2,637,320	2,342,530
503,150	Development Control	532,030	516,780	533,490
48,181	Building Control Service	51,120	49,810	50,690
59,386	Street Naming and Numbering	58,110	40,030	34,990
25,531	Economic Development	45,450	27,660	28,830
183,303	Concessionary Fares	198,760	192,700	166,550
7,073	Conservation	7,640	14,310	12,480
	Other Planning Portfolio Services			
122,211	New Communities Portfolio	101,360	127,610	93,800
51,202	Community Development	53,370	57,220	41,280
48,231	Sports Development	49,220	64,450	41,670
1,436,834	Arts	1,742,020	1,376,050	1,176,730
545,725	Growth Agenda/New Communities	585,660	536,930	482,390
	Planning Policy			
179,309	Policy and Performance	164,920	152,300	151,290
189,145	Communications	238,340	187,170	203,260
	Policy & Performance			
145,027	Leader's Portfolio	203,190	165,050	162,610
2,718	Community Safety (inc. Crime and Disorder P'ship)	9,370	12,990	13,140
95,307	Voluntary Sector Grants	160,570	137,520	141,360
324,259	Community Strategy	246,960	268,430	105,170
	Capital			
17,738,826	TOTAL RECHARGES TO SERVICES	18,876,260	18,198,300	17,419,770

Cost Centre Managers for Portfolio Staffing Costs and Central Accounts**Cost Centre
Manager****Finance and Staffing Portfolio Staffing Costs**

Chief Officers and Housing Futures		
T10	Chief Executive and PA	G J Harlock
T26	Executive Director (Corporate Services)	A Colyer
T30	Executive Director and PA	S Hampson
Community and Customer Services		
T06	Community and Customer Services Corporate Manager	P Howes
T07	Cambourne Reception	P Knight
T93	Electoral Registration	L Lock
Corporate Services		
T04	Democratic Services	R May
T11	Accountancy	R A Burns
T12	Human Resources and Payroll	S Gardner-Craig
T13	Cashiers and Debtors	P Bird
T14	Internal Audit	A Colyer
T15	Council Tax and Non Domestic Rates	P Bird
T17	Benefits	D Graham
T20	Printing	S Rayment
T91	Legal	F McMillan
T92	Land Charges	F McMillan
Affordable Homes		
T31	Facilities Management	G Middleton

Sustainability, Procurement and Efficiency Portfolio Staffing Costs

Community and Customer Services		
T24	Contact Centre	R May
Corporate Services		
T19	Finance Project Team	J Garnham

Environmental Services Portfolio Staffing Costs

Health and Environmental Services		
T03	Environmental Health	D Robinson
T49	Home Improvement Agency	M.Nudds

Housing Portfolio Staffing Costs

Chief Officers and Housing Futures		
T41	Housing Futures	n/a
Corporate Services		
T16	Rent Collecting and Accounting (HRA)	P Bird
Affordable Homes		
General Fund		
T32	Regional Homelink Service	S Carter/H Wood
T34	Affordable Housing	M Knight
T36	Management of Travellers Sites	A Goddard
T43	Housing Strategic Services	M Knight
T47	Housing Aid/Homelessness	S Carter/H Wood
HRA		
T42	Sheltered Housing	T Cassidy
T51	DLO	A Clarke
T52	Housing Management Services	A Goddard
T53	Affordable Homes Corporate Manager	S Hills
T54	Property Services	M Allen

**Cost Centre
Manager****Planning Portfolio Staffing Costs**

Corporate Services		
T75	Street Naming and Numbering	S Rayment
Planning Services		
T70	Planning Corporate Manager	G Jones
T72	Development Control	G Jones
T76	Conservation	D Bevan
T77	Administration/Registration	R Fox
T78	Land Charges (Planning)	R Fox
T79	Building Control	A Beyer

New Communities Portfolio Staffing Costs

Chief Officers and Housing Futures		
T80	Joint Planning Director (Growth Areas)	P Studdert
New Communities		
T57	Community Infrastructure Services	J Thompson
T58	New Communities Corporate Manager	J Mills
T81	Growth Agenda	J Green
T82	Joint Urban Design	I Howes
T97	Corporate Growth Areas	T Barrance
Planning Services		
T73	Planning Policy	K Miles

Policy and Performance Portfolio Staffing Costs

Corporate Services		
T25	Information and Communications Technology	S Rayment
Community and Customer Services		
T94	Communications	G Hayward
T96	Policy and Performance	R May

Leader's Portfolio Staffing Costs

Community and Customer Services		
T39	Partnerships/Community Safety	G Barron
T55	Partnership Officers	G Barron

Central Accounts (Finance and Staffing Portfolio)

Cambourne Offices	G Middleton
Waterbeach Offices	S Harwood-Clark
Central Expenses	
Training, Employee Assistance and Bright Ideas	S Gardner-Craig
Health and Safety	D Robinson
Security Services	P Bird
Remainder	R A Burns
Central Support Services	
Printing, Stationery, etc	S Rayment
Photocopiers	S Rayment
Catering	L Lock
Insurance	R A Burns
Postages	P Bird

REVISED ESTIMATE 2009/2010 - COST CENTRE SUMMARY

	Chief Officers & Housing Services £	Community & Customer Services £	Corporate Services £	New Communities £	Planning Services £	Affordable Homes £	Health & Environmental Services £	SUB TOTAL £	S.Cambs Hall to Dem Rep £	Other Unallocated Reductions £	TOTAL £
<u>EXPENDITURE</u>											
Directly incurred by Departments	638,880	1,510,330	5,469,880	1,386,410	2,873,000	2,825,500	2,208,620	16,912,620	0	0	16,912,620
Overheads as set out on pages B11 to B12											
Waterbeach Depot	0	0	0	0	0	28,200	94,410	122,610	0	0	122,610
Cambourne Offices	26,900	52,420	298,700	76,800	171,870	153,650	103,620	883,960	131,090	0	1,015,050
Central Expenses	7,470	17,590	99,150	25,720	60,680	56,940	42,210	309,760	0	0	309,760
Central Support	8,930	21,020	118,500	30,740	72,520	60,700	42,040	354,450	0	0	354,450
Intercharging between Departments for the activities specified below	7,960	(140,830)	(1,345,360)	185,550	443,080	510,800	338,800	0	0	0	0
TOTAL EXPENDITURE	<u>690,140</u>	<u>1,460,530</u>	<u>4,640,870</u>	<u>1,705,220</u>	<u>3,621,150</u>	<u>3,635,790</u>	<u>2,829,700</u>	<u>18,583,400</u>	<u>131,090</u>	<u>0</u>	<u>18,714,490</u>
<u>INCOME</u>											
17 Recharges to:											
Waterbeach Depot	0	0	(710)	0	0	0	(10,890)	(11,600)	0	0	(11,600)
Cambourne Offices	0	0	(11,460)	0	0	(172,190)	(1,720)	(185,370)	0	0	(185,370)
Central Expenses	0	0	(29,210)	0	0	0	(46,480)	(75,690)	0	0	(75,690)
Central Support	(3,940)	(109,760)	(72,750)	0	(10,000)	(35,630)	(11,450)	(243,530)	0	0	(243,530)
TOTAL INCOME	<u>(3,940)</u>	<u>(109,760)</u>	<u>(114,130)</u>	<u>0</u>	<u>(10,000)</u>	<u>(207,820)</u>	<u>(70,540)</u>	<u>(516,190)</u>	<u>0</u>	<u>0</u>	<u>(516,190)</u>
UNALLOCATED COSTS: General Fund	0	0	0	0	0	0	0	0	0	0	0
HRA/Capital	0	0	0	0	0	0	0	0	0	0	0
NET RECHARGES TO SERVICES	<u>686,200</u>	<u>1,350,770</u>	<u>4,526,740</u>	<u>1,705,220</u>	<u>3,611,150</u>	<u>3,427,970</u>	<u>2,759,160</u>	<u>18,067,210</u>	<u>131,090</u>	<u>0</u>	<u>18,198,300</u>

*Central services intercharged between corporate areas are salaries and travelling administration,cash receipting, debtors, creditors, insurance, human resouces, information and communication technology and general accounting services.

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ORIGINAL ESTIMATES 2010/2011 - COST CENTRE SUMMARY

	Chief Officers & Housing Services £	Community & Customer Services £	Corporate Services £	New Communities £	Planning Services £	Affordable Homes £	Health & Environmental Services £	SUB TOTAL £	S.Cambs Hall to Dem Rep £	Other Unallocated Reductions £	TOTAL £
<u>EXPENDITURE</u>											
Directly incurred by Departments	576,420	1,540,220	5,375,860	1,101,240	2,632,470	2,633,980	2,223,010	16,083,200	0	(250,000)	15,833,200
Overheads as set out on pages B11 to B12											
Waterbeach Depot	0	0	0	0	0	0	201,300	201,300	0	0	201,300
Cambourne Offices	23,830	51,110	297,920	56,100	150,780	164,580	103,440	847,760	125,720	0	973,480
Central Expenses	6,620	17,400	101,670	19,690	54,300	60,800	44,240	304,720	0	0	304,720
Central Support	8,170	21,490	125,560	24,310	67,060	73,830	45,300	365,720	0	0	365,720
Intercharging between Departments for the activities specified below	(8,960)	(147,740)	(1,265,870)	141,210	394,550	536,510	350,300	0	0	0	0
TOTAL EXPENDITURE	<u>606,080</u>	<u>1,482,480</u>	<u>4,635,140</u>	<u>1,342,550</u>	<u>3,299,160</u>	<u>3,469,700</u>	<u>2,967,590</u>	<u>17,802,700</u>	<u>125,720</u>	<u>(250,000)</u>	<u>17,678,420</u>
<u>INCOME</u>											
Recharges to:											
Waterbeach Depot	0	0	(640)	0	0	0	(15,780)	(16,420)	0	0	(16,420)
Cambourne Offices	0	0	(11,360)	0	0	(153,000)	(870)	(165,230)	0	0	(165,230)
Central Expenses	0	0	(22,520)	0	0	0	(50,070)	(72,590)	0	0	(72,590)
Central Support	(4,300)	(112,000)	(85,500)	0	(6,050)	(35,050)	(11,510)	(254,410)	0	0	(254,410)
TOTAL INCOME	<u>(4,300)</u>	<u>(112,000)</u>	<u>(120,020)</u>	<u>0</u>	<u>(6,050)</u>	<u>(188,050)</u>	<u>(78,230)</u>	<u>(508,650)</u>	<u>0</u>	<u>0</u>	<u>(508,650)</u>
UNALLOCATED COSTS: General Fund	0	0	0	0	0	0	0	0	0	200,000	200,000
HRA/Capital	0	0	0	0	0	0	0	0	0	50,000	50,000
NET RECHARGES TO SERVICES	<u>601,780</u>	<u>1,370,480</u>	<u>4,515,120</u>	<u>1,342,550</u>	<u>3,293,110</u>	<u>3,281,650</u>	<u>2,889,360</u>	<u>17,294,050</u>	<u>125,720</u>	<u>0</u>	<u>17,419,770</u>

*Central services intercharged between corporate areas are salaries and travelling administration,cash receipting, debtors, creditors, insurance, human resouces, information and communication technology and general accounting services.

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CORPORATE TOTAL				
Actual 2008/09 £		Estimate 2009/10 £	Revised 2009/10 £	Estimate 2010/11 £
	EXPENDITURE			
	Employees			
13,124,065	Salaries	14,670,260	13,697,250	14,571,290
188,834	Appointment of New Staff	73,250	45,710	31,830
458,315	Agency Staff	51,180	501,490	35,180
74,653	Training	65,620	62,110	45,710
7,600	Other	390	4,800	390
	Premises Related Expenses			
1,036	Garage Rents	1,040	3,590	4,100
1,325	Repairs and Maintenance	5,380	2,000	2,050
47	Other	0	0	0
	Transport Related Expenses			
420,564	Car Allowances	474,110	443,470	383,360
	Supplies and Services			
133,254	Equipment, Furniture and Materials	107,420	109,660	109,160
1,578	Clothing and Laundry	3,720	2,230	3,290
63,563	Printing, Stationery and Office Exps	71,060	62,300	67,120
36,986	Books and Manuals	39,180	45,140	43,020
83,837	Internal Audit Fees	87,200	80,840	77,200
5,869	Legal	6,000	21,000	6,000
265	Bank Charges	0	0	0
	Services			
260,536	Professional and Consultancy	75,440	135,420	62,370
23,689	Data Capture	59,700	44,700	60,700
37,832	Other	35,000	36,000	36,620
	Communications and Computing			
91,508	Postage	102,930	104,110	104,480
58,961	Telephones	63,050	59,570	62,780
15,734	Purchase of Equipment	18,980	9,080	16,900
139,677	Software	48,090	67,760	51,790
17,180	Development of Orchard	17,800	17,650	18,090
265,806	Repairs and Maintenance	282,300	278,360	305,340
923	Rental and Operational Leases	1,800	3,000	3,000
353	Debit Cards	400	300	300
504	Materials	0	0	0
241	Stationery	100	0	0
8,466	Insurance	8,900	8,470	8,560
	Expenses			
15,566	Staff Subsistence	14,160	11,180	10,940
97,178	Seminars and Courses	100,200	95,830	63,810
	Grants and Subscriptions			
52,245	Subscriptions to Professional Bodies	54,310	53,270	23,580
	Miscellaneous			
21,880	Other	31,110	30,970	31,210
	Agency and Contracted Services			
668,852	External Contractors	683,580	683,580	700,670
	Capital Financing Costs			
347,929	Capital Charges	346,850	331,910	362,150
	Income			
(2,083)	Deferred Government Grants	(20,000)	(20,000)	(38,330)
(83,513)	Government Grants	0	(7,200)	0
(202,802)	Other	(37,950)	(77,930)	(55,460)
0	Reduction to Meet Savings Target	0	(35,000)	(1,126,000)
16,438,453	TOTAL NET EXPENDITURE	17,542,560	16,912,620	16,083,200
0	Unallocated reduction for vacancies	(270,000)	0	(250,000)
0	Other unallocated reductions/expenditure	0	0	0
16,438,453	TOTAL DIRECT EXPENDITURE SUMMARY	17,272,560	16,912,620	15,833,200

Actual 2008/09 £		Estimate 2009/10 £	Revised 2009/10 £	Estimate 2010/11 £
CHIEF OFFICERS & HOUSING FUTURES				
EXPENDITURE				
Employees				
689,541	Salaries	638,510	587,920	549,230
46,500	Appointment of New Staff	0	10,660	0
0	Agency Staff	0	5,420	0
21	Training	0	0	0
0	Other	0	120	0
Premises Related Expenses				
30	Other	0	0	0
Transport Related Expenses				
18,666	Car Allowances	14,830	15,170	12,540
Supplies and Services				
1,707	Equipment, Furniture and Materials	860	3,650	860
0	Clothing and Laundry	0	0	0
4,467	Printing, Stationery and Office Exps	2,180	1,860	2,070
1,545	Books and Manuals	2,030	1,880	2,200
0	Legal	0	0	0
Services				
3,529	Professional and Consultancy	8,000	8,670	8,000
0	Other	0	0	0
Communications and Computing				
64	Postage	60	80	90
1,177	Telephones	1,220	1,130	1,060
0	Purchase of Equipment	0	0	0
0	Software	0	0	0
364	Repairs and Maintenance	240	0	0
32	Insurance	30	30	30
Expenses				
2,870	Staff Subsistence	2,060	850	1,000
4,444	Seminars and Courses	5,040	4,420	2,860
Grants and Subscriptions				
2,233	Subscriptions to Professional Bodies	2,080	2,020	1,480
Miscellaneous				
0	Other	0	0	0
Income				
(5,000)	Other	(5,000)	(5,000)	(5,000)
0	Reduction to Meet Savings Target	0	0	0
772,190	TOTAL NET EXPENDITURE	672,140	638,880	576,420

Actual 2008/09 £		Estimate 2009/10 £	Revised 2009/10 £	Estimate 2010/11 £
COMMUNITY & CUSTOMER SERVICES (including Contact Centre)				
EXPENDITURE				
Employees				
728,081	Salaries	883,130	742,510	849,290
19,941	Appointment of New Staff	38,250	7,400	3,250
394	Agency Staff	2,410	14,000	2,820
2,385	Training	0	2,900	0
1,057	Other	120	420	120
Premises Related Expenses				
0	Garage Rents	0	0	0
0	Repairs and Maintenance	0	0	0
0	Other	0	0	0
Transport Related Expenses				
8,799	Car Allowances	13,710	8,710	6,470
Supplies and Services				
487	Equipment, Furniture and Materials	1,860	1,010	2,130
498	Clothing and Laundry	800	650	650
1,537	Printing, Stationery and Office Exps	2,030	1,920	1,800
1,036	Books and Manuals	1,130	1,070	880
0	Internal Audit Fees	0	0	0
0	Legal	0	0	0
0	Bank Charges	0	0	0
Services				
0	Professional and Consultancy	0	0	0
0	Data Capture	0	0	0
1,328	Other	1,000	1,000	1,000
Communications and Computing				
53	Postage	200	950	1,010
390	Telephones	760	740	740
300	Purchase of Equipment	0	0	0
974	Software	0	0	0
0	Repairs and Maintenance	0	0	0
0	Rental and Operational Leases	0	0	0
0	Debit Cards	0	0	0
0	Materials	0	0	0
0	Stationery	0	0	0
0	Insurance	0	0	0
Expenses				
1,421	Staff Subsistence	540	840	460
9,319	Seminars and Courses	9,800	9,900	5,920
Grants and Subscriptions				
1,051	Subscriptions to Professional Bodies	1,200	940	160
Miscellaneous				
370	Other	150	150	150
Agency and Contracted Services				
668,852	External Contractors	683,580	683,580	700,670
Capital Financing Costs				
38,735	Capital Charges	31,930	31,640	3,700
Income				
0	Government Grants	0	0	0
(726)	Other	0	0	0
0	Reduction to Meet Savings Target	0	0	(41,000)
1,486,282	TOTAL NET EXPENDITURE	1,672,600	1,510,330	1,540,220

Actual 2008/09 £		Estimate 2009/10 £	Revised 2009/10 £	Estimate 2010/11 £
CORPORATE SERVICES (Excluding ICT)				
EXPENDITURE				
Employees				
3,087,791	Salaries	3,487,280	3,175,990	3,447,760
9,090	Appointment of New Staff	18,090	10,080	12,580
234,283	Agency Staff	23,200	233,530	1,400
11,924	Training	10,560	6,930	7,210
1,633	Other	0	360	0
Premises Related Expenses				
1,036	Garage Rents	1,040	1,090	1,100
0	Repairs and Maintenance	0	0	0
0	Other	0	0	0
Transport Related Expenses				
40,287	Car Allowances	43,380	39,590	38,710
Supplies and Services				
92,030	Equipment, Furniture and Materials	84,390	86,940	86,540
0	Clothing and Laundry	0	0	0
33,015	Printing, Stationery and Office Exps	41,650	39,170	42,960
29,648	Books and Manuals	29,160	33,500	31,030
83,837	Internal Audit Fees	87,200	80,840	77,200
5,869	Legal	6,000	6,000	6,000
265	Bank Charges	0	0	0
Services				
23,618	Professional and Consultancy	14,000	22,570	3,000
0	Data Capture	0	0	0
8,061	Other	6,500	7,500	8,000
Communications and Computing				
63,671	Postage	70,840	69,710	69,740
795	Telephones	820	670	770
643	Purchase of Equipment	0	0	0
39,752	Software	8,360	20,990	9,820
9,466	Repairs and Maintenance	10,230	10,590	10,610
30	Rental and Operational Leases	0	0	0
353	Debit Cards	400	300	300
0	Materials	0	0	0
0	Stationery	100	0	0
271	Insurance	280	260	260
Expenses				
2,042	Staff Subsistence	2,790	2,200	2,180
29,438	Seminars and Courses	29,320	25,100	17,470
Grants and Subscriptions				
15,858	Subscriptions to Professional Bodies	16,890	16,430	8,940
Miscellaneous				
888	Other	1,330	1,530	1,330
Capital Financing Costs				
0	Capital Charges	0	0	0
Income				
(83,513)	Government Grants	0	0	0
(9,554)	Other	(5,280)	(22,260)	(5,080)
0	Reduction to Meet Savings Target	0	0	(177,000)
3,732,527	TOTAL NET EXPENDITURE	3,988,530	3,869,610	3,702,830

Actual 2008/09 £		Estimate 2009/10 £	Revised 2009/10 £	Estimate 2010/11 £
CORPORATE SERVICES				
INFORMATION AND COMMUNICATIONS TECHNOLOGY				
EXPENDITURE				
Employees				
775,732	Salaries	897,420	849,340	900,110
2,593	Appointment of New Staff	4,410	4,410	1,500
0	Agency Staff	0	0	0
24,880	Training	21,500	15,000	13,010
0	Other	0	0	0
Premises Related Expenses				
1,325	Repairs and Maintenance	5,380	2,000	2,050
17	Other	0	0	0
Transport Related Expenses				
4,488	Car Allowances	4,680	3,960	3,950
Supplies and Services				
2,031	Equipment, Furniture and Materials	720	720	720
51	Clothing & Laundry	0	0	0
1,523	Printing, Stationery and Office Exps	2,450	2,000	2,450
353	Books and Manuals	100	500	400
0	Legal	0	0	0
Services				
105,987	Professional and Consultancy	34,510	52,710	38,440
0	Other	0	0	0
Communications and Computing				
137	Postage	330	330	340
44,874	Telephones	46,860	44,300	47,000
13,867	Purchase of Equipment	17,780	6,780	15,700
83,431	Software	36,140	41,330	36,900
17,180	Development of Orchard	17,800	17,650	18,090
255,976	Repairs and Maintenance	271,630	267,770	294,730
0	Rental and Operational Leases	0	0	0
504	Materials	0	0	0
69	Stationery	0	0	0
4,787	Insurance	4,930	4,870	4,940
Expenses				
3,856	Staff Subsistence	1,150	500	510
1,933	Seminars and Courses	4,350	2,500	2,630
Grants and Subscriptions				
3,132	Subscriptions to Professional Bodies	3,850	3,850	1,860
Capital Financing Costs				
308,885	Capital Charges	314,720	299,750	358,030
Income				
(2,083)	Deferred Government Grants	(20,000)	(20,000)	(38,330)
0	Government Grants	0	0	0
(19,410)	Other	0	0	0
0	Reduction to Meet Savings Target	0	0	(32,000)
1,636,118	TOTAL NET EXPENDITURE	1,670,710	1,600,270	1,673,030

Actual 2008/09 £		Estimate 2009/10 £	Revised 2009/10 £	Estimate 2010/11 £
NEW COMMUNITIES				
EXPENDITURE				
Employees				
1,076,106	Salaries	1,464,310	1,302,390	1,452,020
58,926	Appointment of New Staff	0	860	0
32,725	Agency Staff	0	0	0
4,278	Training	4,320	4,730	2,610
153	Other	0	20	0
Premises				
0	Garage Rents	0	0	0
0	Other	0	0	0
Transport Related Expenses				
30,332	Car Allowances	42,210	37,160	27,580
Supplies and Services				
3,411	Equipment, Furniture and Materials	1,250	1,200	910
0	Clothing and Laundry	100	100	100
2,174	Printing, Stationery and Office Exps	1,950	1,200	1,470
474	Books and Manuals	1,300	840	840
0	Legal	0	0	0
Services				
0	Professional and Consultancy	0	28,240	0
0	Data Capture	0	0	0
51	Other	0	0	0
Communications and Computing				
1,323	Postage	1,710	3,910	4,120
401	Telephones	560	610	710
0	Purchase of Equipment	0	0	0
4,787	Software	0	0	0
0	Repairs and Maintenance	0	0	0
0	Materials	0	0	0
0	Stationery	0	0	0
0	Insurance	0	0	0
Expenses				
658	Staff Subsistence	1,280	1,280	1,130
4,782	Seminars and Courses	6,450	8,350	3,900
Grants and Subscriptions				
5,134	Subscriptions to Professional Bodies	6,000	5,300	250
Miscellaneous				
0	Other	22,690	26,490	26,950
Capital Financing Costs				
0	Capital Charges	0	0	0
Income				
0	Other	0	(1,270)	(350)
0	Reduction to Meet Savings Target	0	(35,000)	(421,000)
<u>1,225,715</u>	TOTAL NET EXPENDITURE	<u>1,554,130</u>	<u>1,386,410</u>	<u>1,101,240</u>

Actual 2008/09 £		Estimate 2009/10 £	Revised 2009/10 £	Estimate 2010/11 £
PLANNING SERVICES				
EXPENDITURE				
Employees				
2,538,212	Salaries	2,811,310	2,628,980	2,812,530
21,786	Appointment of New Staff	0	3,000	0
0	Agency Staff	0	0	0
14,036	Training	11,340	11,150	6,870
1,096	Other	0	0	0
Premises				
0	Garage Rents	0	0	0
0	Other	0	0	0
Transport Related Expenses				
96,259	Car Allowances	115,990	108,530	86,990
Supplies and Services				
13,753	Equipment, Furniture and Materials	5,890	4,620	4,870
0	Clothing and Laundry	30	30	30
5,637	Printing, Stationery and Office Exps	5,110	4,980	4,980
1,069	Books and Manuals	1,410	3,360	3,360
0	Legal	0	15,000	0
Services				
33,846	Professional and Consultancy	0	9,600	0
23,689	Data Capture	59,700	44,700	60,700
9,606	Other	0	0	0
Communications and Computing				
11,557	Postage	12,060	13,750	14,080
1,459	Telephones	1,310	1,310	1,320
0	Purchase of Equipment	0	0	0
2,470	Software	0	440	0
0	Repairs and Maintenance	0	0	0
0	Materials	0	0	0
0	Stationery	0	0	0
481	Insurance	470	470	470
Expenses				
1,572	Staff Subsistence	1,550	1,490	1,490
11,157	Seminars and Courses	10,430	9,430	6,300
Grants and Subscriptions				
8,181	Subscriptions to Professional Bodies	8,830	9,640	2,060
Miscellaneous				
3,995	Other	2,000	2,000	2,000
Capital Financing Costs				
309	Capital Charges	200	520	420
Income				
(41,165)	Other	0	0	0
0	Reduction to Meet Savings Target	0	0	(376,000)
<u>2,759,005</u>	TOTAL NET EXPENDITURE	<u>3,047,630</u>	<u>2,873,000</u>	<u>2,632,470</u>

Actual 2008/09 £		Estimate 2009/10 £	Revised 2009/10 £	Estimate 2010/11 £
AFFORDABLE HOMES				
EXPENDITURE				
Employees				
2,344,047	Salaries	2,474,430	2,436,410	2,539,430
24,892	Appointment of New Staff	0	6,800	2,000
181,144	Agency Staff	10,000	242,970	15,000
12,217	Training	10,790	14,300	11,710
2,327	Other	0	3,630	0
Premises Related Expenses				
0	Garage Rents	0	2,500	3,000
0	Other	0	0	0
Transport Related Expenses				
109,821	Car Allowances	116,970	110,740	92,660
Supplies and Services				
4,153	Equipment, Furniture and Materials	2,820	1,940	3,550
782	Clothing and Laundry	940	450	660
8,814	Printing, Stationery and Office Exps	9,090	4,570	4,790
626	Books and Manuals	770	990	1,030
0	Bank Charges	0	0	0
Services				
46,017	Professional & Consultancy	13,500	7,500	7,500
0	Data Capture	0	0	0
0	Other	0	0	0
Communications and Computing				
7,325	Postage	9,600	7,350	8,650
5,128	Telephones	5,950	5,390	5,720
643	Purchase of Equipment	0	1,100	0
7,358	Software	2,200	3,000	3,000
0	Repairs and Maintenance	200	0	0
893	Rental & Operational Leases	1,800	3,000	3,000
0	Materials	0	0	0
0	Stationery	0	0	0
0	Insurance	0	0	0
Expenses				
783	Staff Subsistence	1,470	700	850
20,543	Seminars and Courses	17,440	18,950	14,220
Grants and Subscriptions				
9,958	Subscriptions to Professional Bodies	9,580	9,210	6,010
Miscellaneous				
16,023	Other	0	0	0
Capital Financing Costs				
0	Capital Charges	0	0	0
Income				
0	Government Grants	0	(7,200)	0
(46,665)	Other	(27,440)	(48,800)	(44,800)
0	Reduction to Meet Savings Target	0	0	(44,000)
2,756,829	TOTAL NET EXPENDITURE	2,660,110	2,825,500	2,633,980

Actual 2008/09 £		Estimate 2009/10 £	Revised 2009/10 £	Estimate 2010/11 £
HEALTH AND ENVIRONMENTAL SERVICES				
	EXPENDITURE			
	Employees			
1,884,555	Salaries	2,013,870	1,973,710	2,020,920
5,106	Appointment of New Staff	12,500	2,500	12,500
9,769	Agency Staff	15,570	5,570	15,960
4,912	Training	7,110	7,100	4,300
1,334	Other	270	250	270
	Premises Related Expenses			
0	Garage Rents	0	0	0
0	Other	0	0	0
	Transport Related Expenses			
111,912	Car Allowances	122,340	119,610	114,460
	Supplies and Services			
15,682	Equipment, Furniture and Materials	9,630	9,580	9,580
247	Clothing and Laundry	1,850	1,000	1,850
6,396	Printing, Stationery and Office Exps	6,600	6,600	6,600
2,235	Books and Manuals	3,280	3,000	3,280
0	Legal	0	0	0
0	Bank Charges	0	0	0
	Services			
47,539	Professional & Consultancy	5,430	6,130	5,430
0	Data Capture	0	0	0
18,786	Other	27,500	27,500	27,620
	Communications and Computing			
7,378	Postage	8,130	8,030	6,450
4,737	Telephones	5,570	5,420	5,460
281	Purchase of Equipment	1,200	1,200	1,200
905	Software	1,390	2,000	2,070
0	Repairs and Maintenance	0	0	0
0	Materials	0	0	0
172	Stationery	0	0	0
2,895	Insurance	3,190	2,840	2,860
	Expenses			
2,364	Staff Subsistence	3,320	3,320	3,320
15,562	Seminars and Courses	17,370	17,180	10,510
	Grants and Subscriptions			
6,698	Subscriptions to Professional Bodies	5,880	5,880	2,820
	Miscellaneous			
604	Other	4,940	800	780
	Capital Financing Costs			
0	Capital Charges	0	0	0
	Income			
0	Government Grants	0	0	0
(80,282)	Other	(230)	(600)	(230)
0	Reduction to Meet Savings Target	0	0	(35,000)
2,069,787	TOTAL NET EXPENDITURE	2,276,710	2,208,620	2,223,010

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APPENDIX C

CAPITAL PROGRAMME

Staffing and Central Overhead Accounts

	Notes	Actual 2008/09 £	Estimate 2009/10 £	Revised 2009/10 £	Estimate 2010/11 £	Estimate 2011/12 £	Estimate 2012/13 £
CAPITAL EXPENDITURE							
Finance and Staffing Portfolio							
Administrative Buildings							
Dual use staff amenity /overflow car park	1	40,241	0	9,990	0	0	0
Waterbeach Telephone Improvements	1	0	0	0	0	0	0
Council Tax software re Efficiency savings	2	600	0	3,400	0	0	0
		<u>40,841</u>	<u>0</u>	<u>13,390</u>	<u>0</u>	<u>0</u>	<u>0</u>
Policy and Performance Portfolio							
Corporate Services							
ICT Development (see box below **)	3	329,634	605,500	461,950	355,000	9,000	0
TOTAL CAPITAL EXPENDITURE		<u>370,475</u>	<u>605,500</u>	<u>475,340</u>	<u>355,000</u>	<u>9,000</u>	<u>0</u>
FINANCED BY:							
Capital Receipts		325,367	550,500	416,940	340,000	9,000	0
Grants	4	45,108	55,000	58,400	15,000	0	0
TOTAL FINANCING		<u>370,475</u>	<u>605,500</u>	<u>475,340</u>	<u>355,000</u>	<u>9,000</u>	<u>0</u>

Notes:

- 1 The administrative buildings capital programme consists of the remaining car parking expenditure that has been incurred this year. This has been rolled over from 2008/09. The Waterbeach telephone improvements are not proceeding.
- 2 The Council Tax software is funded from grant.
- 3 For ICT, £52,450 of the approved £64,000 rollover from 2008/09 has been applied, a saving of £11,550. The programme has been rephased, as shown below:

ICT CURRENT PROGRAMME COMPARED WITH LAST YEAR:

Original Programme Base	605,500	159,000	9,000	0
ICT Development rollovers from 2008/09	52,450			
Rephasing of programme	(196,000)	196,000	0	0
TOTAL CURRENT ICT CAPITAL PROGRAMME AS ABOVE **	<u>461,950</u>	<u>355,000</u>	<u>9,000</u>	<u>0</u>

- 4 Part of the ICT programme is funded externally (from Cambridgeshire Horizons). The Council tax software is funded from government grant.

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