

CAERPHILLY COUNTY BOROUGH COUNCIL
FINANCIAL PLAN 2013 - 2014



A greener place Man gwyrddach



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Council Tax Make Up 2013/2014

Authority	Levy	Council Tax per D - Band Property
	£'000	£
Caerphilly County Borough Council	53,944	918.94
Police & Crime Commissioner for Gwent	11,637	198.23
Community Councils	628	10.69
	<u>66,209</u>	<u>1,127.86</u>
Council Tax Base	<u>58,702.37</u>	

Council Tax 2013/2014

Valuation Bands	A	B	C	D	E	F	G	H	I
	£	£	£	£	£	£	£	£	£
Caerphilly County Borough Council	612.63	714.73	816.84	918.94	1,123.15	1,327.36	1,531.57	1,837.88	2,144.19
Police & Crime Commissioner for Gwent	132.15	154.18	176.20	198.23	242.28	286.33	330.38	396.46	462.54
Community Councils									
Aber Valley	9.88	11.53	13.17	14.82	18.11	21.41	24.70	29.64	34.58
Argoed	7.33	8.56	9.78	11.00	13.44	15.89	18.33	22.00	25.67
Bargoed	11.07	12.91	14.76	16.60	20.29	23.98	27.67	33.20	38.73
Bedwas, Trethomas & Machen	10.94	12.76	14.59	16.41	20.06	23.70	27.35	32.82	38.29
Blackwood	10.00	11.67	13.33	15.00	18.33	21.67	25.00	30.00	35.00
Caerphilly	8.67	10.11	11.56	13.00	15.89	18.78	21.67	26.00	30.33
Darren Valley	11.76	13.72	15.68	17.64	21.56	25.48	29.40	35.28	41.16
Draethen, Waterloo & Rudry	11.35	13.25	15.14	17.03	20.81	24.60	28.38	34.06	39.74
Gelligaer	8.91	10.40	11.88	13.37	16.34	19.31	22.28	26.74	31.20
Llanbradach & Pwllypant	12.39	14.45	16.52	18.58	22.71	26.84	30.97	37.16	43.35
Maesycwmmmer	13.16	15.35	17.55	19.74	24.13	28.51	32.90	39.48	46.06
Nelson	11.51	13.43	15.35	17.27	21.11	24.95	28.78	34.54	40.30
New Tredegar	8.45	9.86	11.27	12.68	15.50	18.32	21.13	25.36	29.59
Penyrheol, Trecenydd & Energlyn	8.43	9.83	11.24	12.64	15.45	18.26	21.07	25.28	29.49
Rhymney	9.23	10.76	12.30	13.84	16.92	19.99	23.07	27.68	32.29
Risca East	8.00	9.33	10.67	12.00	14.67	17.33	20.00	24.00	28.00
Risca West	10.00	11.67	13.33	15.00	18.33	21.67	25.00	30.00	35.00
Van	8.37	9.76	11.16	12.55	15.34	18.13	20.92	25.10	29.28

Details of Community Council Precepts

	<i>Precept</i>	<i>2013/2014 Levy per D - Band Property in Area</i>	<i>Tax Base</i>
	<i>£</i>	<i>£</i>	
Aber Valley	29,500.00	14.82	1,990.12
Argoed	9,271.02	11.00	842.82
Bargoed	58,000.00	16.60	3,493.72
Bedwas, Trethomas & Machen	60,840.00	16.41	3,707.11
Blackwood	43,071.45	15.00	2,871.43
Caerphilly	76,241.36	13.00	5,864.72
Darren Valley	12,240.00	17.64	693.69
Draethen, Waterloo & Rudry	10,000.00	17.03	587.20
Gelligaer	80,862.00	13.37	6,049.22
Llanbradach & Pwllypant	26,905.44	18.58	1,448.18
Maesycwmmmer	15,100.00	19.74	764.82
Nelson	26,809.08	17.27	1,552.35
New Tredegar	16,923.00	12.68	1,334.11
Penyrheol, Trecenydd & Energlyn	55,478.60	12.64	4,389.13
Rhymney	35,000.00	13.84	2,529.74
Risca East	24,310.08	12.00	2,025.84
Risca West	26,635.80	15.00	1,775.72
Van	20,444.00	12.55	1,629.02
Areas without Community Councils	0.00		15,153.43
	<u>627,631.83</u>		<u>58,702.37</u>

<u>REVENUE</u>			
<u>COUNCIL FUND</u>	Estimate 2012/2013 £	Revised Estimate 2012/2013 £	Estimate 2013/2014 £
STANDARD SPENDING ASSESSMENT	<u>310,669,337</u>	<u>310,669,337</u>	<u>331,408,307</u>
TOTAL SERVICE EXPENDITURE	315,238,550	315,238,550	337,465,758
<i>Less Use of Reserves</i>	<u>0</u>	<u>0</u>	<u>0</u>
NET REVENUE EXPENDITURE	315,238,550	315,238,550	337,465,758
Less Unhypothecated Grants			
<i>Outcome Agreement Grant</i>	(1,881,746)	(1,881,746)	(1,869,600)
	<u> </u>	<u> </u>	<u> </u>
Total Unhypothecated Grants	(1,881,746)	(1,881,746)	(1,869,600)
Less Private Finance Initiative Grant	(7,509,674)	(7,509,674)	(7,308,150)
	<u> </u>	<u> </u>	<u> </u>
BUDGET REQUIREMENT	<u>305,847,130</u>	<u>305,847,130</u>	<u>328,288,008</u>
FUNDING OF BUDGET REQUIREMENT			
<i>Revenue Support Grant</i>	(207,272,927)	(207,272,927)	(218,735,516)
<i>Share of NNDR Pool</i>	(46,362,491)	(46,362,491)	(54,377,169)
<i>Net Council Tax</i>	(52,211,712)	(52,211,712)	(53,943,955)
<i>Council Tax Reduction Scheme</i>	<u>0</u>	<u>0</u>	<u>(1,231,368)</u>
	<u>(305,847,130)</u>	<u>(305,847,130)</u>	<u>(328,288,008)</u>
<u>HOUSING REVENUE ACCOUNT</u>			
<i>Average Rent set by County Borough (52 Weeks)</i>	<u>£69.21</u>	<u>£69.21</u>	<u>£72.02</u>
<i>Average Rent set by Welsh Office Guidelines (52 Weeks)</i>	<u>£63.29</u>	<u>£63.29</u>	<u>£65.75</u>

Capital Programme

The provision of services by the Authority requires the investment in the new construction of, and enhancement to, its asset base.

The following page provides a summary of the approved capital programme for 2013/2014, accompanied by comparative data on the previous financial year.

A more detailed breakdown by service is available on pages 72 to 77.

Major changes took place in the funding of the capital programme with effect from 1 April 2004. Historically, in addition to specified and general capital grants, a substantial amount of capital funding was provided by the Welsh Government (WG) in the form of official approvals authorising the raising of loans for capital expenditure purposes.

Through the annual Revenue Support Grant (RSG), the Authority receives contributions towards the repayment of both the principal and the interest cost of those approved loans. For approvals taken up by way of loans up to and including 31 March 2004 this funding source will continue.

On 1 April 2004, under the provisions of the Local Government Act 2003, the major parts of the Local Authorities (Capital Finance and Accounting)(Wales) Regulations 2003 were enacted.

These provisions, taken in conjunction with CIPFA's Prudential Code for Capital Finance in Local Authorities, effectively removed from local authorities, all controls that had applied to the level of borrowings taken out until 31 March 2004. At the same time, it introduced the concept of "Prudence". This specifically deals with both sustainability and the affordability of any borrowings taken out by the Authority, i.e. the implications for both Council Tax and Council Housing Rents.

Capital

<u>CAPITAL</u>		
<u>CAPITAL ALLOCATION</u>	2012/2013 £000	2013/2014 £000
WELSH ASSEMBLY GOVERNMENT FUNDING		
a) Capital Grants		
<i>Housing Revenue Account - Major Repairs Allowance</i>	(7,400)	(7,300)
<i>Housing Revenue Account - Grant Funding</i>	(5,000)	0
<i>Council Fund Housing</i>	(3,006)	0
<i>Council Fund Services</i>	0	(7,827)
TOTAL WELSH GOVERNMENT FUNDING	(15,406)	(15,127)
OTHER FUNDING		
Council Fund Services		
<i>Supported Borrowings</i>	(5,938)	(4,960)
<i>Unsupported Borrowings</i>	0	(4,200)
<i>Developer Contributions</i>	0	(2,200)
<i>Other</i>	0	(1,684)
<i>Capital Receipts</i>	(986)	(998)
<i>Revenue Balances</i>	(6,770)	(7,601)
	(13,694)	(21,643)
Housing Revenue Account		
<i>Capital Receipts</i>	0	0
<i>Revenue Balances</i>	(6,670)	(8,253)
	(6,670)	(8,253)
TOTAL OTHER FUNDING	(20,364)	(29,896)
<u>CAPITAL PROGRAMME TOTAL ESTIMATED FUNDING</u>	<u>(35,770)</u>	<u>(45,023)</u>
<u>CAPITAL PROGRAMME SUMMARY</u>		
<i>Council Fund Services</i>	(16,700)	(29,470)
<i>Housing Revenue Account</i>	(19,070)	(15,553)
TOTAL CAPITAL PROGRAMME	<u>(35,770)</u>	<u>(45,023)</u>

Corporate Services Directorate – Support services

The Corporate Services Directorate encompasses a wide range of support services provided to every Directorate of the Council, e.g. Information Technology, Legal Services, Personnel.

Details of these charges in respect of 2013/14 are shown in the following matrices.

Central Support Service Apportionments

	Accountancy	Audit	Cashiers	Central Services	Communications Unit	Customer First	Finance Support Environment	Information Technology	Legal Services
Corporate Services Directorate									
Chief Executive and Secretariat	1,808	-	-	16,335	-	-	-	2,911	134
Civic Support	2,058	-	-	-	-	-	-	3,250	148
Committee Services	3,448	-	-	-	-	-	-	5,425	268
Corporate Management	-	-	-	99,361	17,351	6,163	-	-	-
Electoral Services	2,556	-	-	8,344	-	-	-	4,043	184
Members	16,317	-	-	-	-	-	-	25,717	1,230
Performance Management Unit	-	-	-	2,997	4,748	225	-	5,269	-
Property - Building Consultancy	5,265	-	-	1,015	4,329	-	-	17,690	-
Property Corporate Services	1,871	24,098	-	463	1,587	-	-	98,106	140,798
Property Corporate Services Energy	443	-	-	-	380	-	-	1,507	-
Policy Unit	12,783	9,296	-	14,093	50,676	16,364	-	192,688	862
	46,549	33,394	-	142,608	79,071	22,752	-	356,606	143,624
Accountancy	(991,305)	61,425	-	14,779	3,401	8,326	-	82,343	6,006
Audit	2,642	(680,399)	-	2,772	2,034	5,205	-	32,710	335
Benefits Administration	4,450	17,325	3,940	32,750	2,056	13,810	-	33,833	41,887
Cashiers	7,947	12,340	(354,730)	900	1,964	5,497	-	15,436	386
Central Services	7,789	-	-	(579,590)	-	111	-	20,771	320
Chief Executive and Secretariat	-	-	-	-	-	-	-	-	-
Communications Unit	6,483	-	-	7,060	(709,314)	-	-	10,278	488
Corporate Finance	-	-	-	-	-	-	-	2,245	-
Corporate Management	264,327	49,359	-	-	-	-	-	-	85,686
Council Tax	11,823	11,543	182,453	38,789	3,109	22,392	-	39,216	-
Customer Care	2,043	-	-	-	-	(592,438)	-	3,015	147
Director of Corporate Services	-	-	-	-	-	-	-	-	-
General Fund Housing	1,427	-	2,846	-	-	-	-	8,267	4,358
Finance Support Environment	-	-	-	2,142	-	773	(246,587)	38,981	-
Information Technology	29,480	60,975	-	11,292	6,206	21,201	-	(5,370,586)	3,331
Legal Services	8,808	577	1,234	53,938	3,717	12,866	-	63,384	(1,174,433)
Miscellaneous Finance	26,581	-	-	-	-	-	-	610	-
Monitoring Officer	787	-	-	-	-	-	-	-	-
NNDR	-	4,725	-	-	-	-	-	-	-
Payroll	14,483	13,649	-	900	1,964	5,497	-	771,139	1,441
Personnel	14,065	11,862	71	69,986	26,458	8,087	-	168,128	8,271
Policy Unit	-	-	-	-	-	-	-	-	-
Print Unit	-	-	-	12,157	3,616	-	-	-	-
Private Housing	34,541	16,409	416	550	-	5,819	-	72,768	4,199
Procurement	8,486	15,398	-	1,823	2,298	5,866	-	64,524	1,700
Reception	1,520	-	-	3,649	-	-	-	2,401	109
Sundry Debtors	-	8,401	16,937	39,649	1,751	12,387	-	-	10,801
Word Processing	871	-	-	807	-	-	-	1,393	64
	(542,752)	(396,411)	(146,833)	(285,647)	(650,740)	(464,601)	(246,587)	(3,939,144)	(1,004,904)
Environment Group									
Engineering	19,203	25,551	17,981	1,161	13,697	11,819	7,650	216,144	156,988
Economic Development	49,645	9,276	-	9,606	88,619	16,857	-	145,954	10,363
Tourism	30,062	2,319	13,535	14,788	71,716	1,266	-	38,776	2,184
Environmental Health	5,263	4,736	1,272	16,887	80,541	714	-	134,870	37,086
Emergency Planning	499	-	-	-	2,178	-	-	842	38
Planning	11,118	19,449	2,194	291	12,953	16,308	-	175,571	77,329
Public Services	40,585	29,672	28,163	13,217	24,623	145,377	171,152	185,133	35,529
Catering	33,017	12,670	13,559	1,618	16,503	521	67,785	46,408	210
Registrars	1,104	-	-	5,294	587	-	-	1,794	83
Trading Standards	3,650	2,861	828	128	33,455	3,068	-	96,778	44,147
	194,146	106,534	77,532	62,990	344,872	195,930	246,587	1,042,270	363,957
Education & Leisure Directorate									
Education	104,368	120,785	22,347	42,742	85,164	113,767	-	1,435,243	65,965
Lifelong Learning and Leisure	40,384	34,362	29,567	11,533	36,681	8,375	-	113,777	24,956
	144,752	155,147	51,914	54,275	121,845	122,142	-	1,549,020	90,921
Social Services Directorate									
	157,305	101,336	17,387	25,774	104,952	123,777	-	991,248	406,402
Total Apportionments - Expenditure	991,305	680,399	354,730	579,590	709,314	592,438	246,587	5,370,586	1,174,433
Total Apportionments - Income	(991,305)	(680,399)	(354,730)	(579,590)	(709,314)	(592,438)	(246,587)	(5,370,586)	(1,174,433)

Central Support Service Apportionments – continued

	Payroll	Performance Management Unit	Personnel & Health and Safety	Policy Unit	Procurement	Reception	Sundry Debtors	Word Processing	Corporate Buildings	Grand Total
Corporate Services Directorate										
Chief Executive and Secretariat	983	-	4,414	-	910	-	15	-	4,559	32,069
Civic Support	496	-	2,228	-	1,009	-	19	-	-	9,208
Committee Services	806	-	3,597	-	1,689	-	32	-	13,678	28,943
Corporate Management	-	-	-	10,543	-	-	-	-	-	133,418
Electoral Services	554	-	2,508	-	1,253	-	23	-	52,693	72,158
Members	653	-	2,966	-	7,989	-	146	-	51,674	106,692
Performance Management Unit	355	(355,191)	1,643	-	693	-	-	-	16,718	(322,543)
Property - Building Consultancy	2,006	-	-	-	2,850	-	11,454	-	-	44,609
Property Corporate Services	726	15,801	-	-	1,774	-	4,247	-	(2,695,237)	(2,405,766)
Property Corporate Services Energy	164	-	-	-	245	-	982	-	-	3,721
Policy Unit	1,338	14,223	6,767	(648,625)	(12,081)	377	732	-	16,718	(323,789)
	8,081	(325,167)	24,123	(638,082)	6,331	377	17,650	-	(2,539,197)	(2,621,280)
Accountancy	1,193	4,467	22,690	8,400	5,530	-	2,379	-	69,912	(700,454)
Audit	822	4,741	11,731	7,382	846	-	-	-	21,278	(587,901)
Benefits Administration	1,907	4,466	16,974	8,401	540	-	16,634	-	151,983	350,956
Cashiers	1,446	4,466	-	8,401	4,182	-	-	-	30,397	(261,368)
Central Services	1,503	-	11,711	-	2,910	(3,412)	583	-	17,599	(519,705)
Communications Unit	1,588	-	7,172	-	3,191	737	58	6,158	-	(666,101)
Corporate Finance	-	-	-	-	-	-	-	-	1,520	3,765
Corporate Management	-	-	97,425	-	-	-	-	-	-	496,797
Council Tax	1,519	4,466	20,822	8,401	608	-	-	-	-	345,141
Customer Care	163	-	766	-	1,001	-	18	-	31,637	(553,648)
Director of Corporate Services	-	-	-	-	-	-	-	-	4,560	4,560
General Fund Housing	141	-	422	-	-	-	-	-	-	17,461
Finance Support Environment	1,660	-	16,112	-	1,682	-	1,041	-	11,422	(172,774)
Information Technology	5,351	15,022	63,535	26,562	68,423	-	3,867	-	436,576	(4,618,765)
Legal Services	1,558	6,718	15,323	11,810	3,243	-	-	-	59,275	(931,982)
Miscellaneous Finance	-	-	-	-	253	-	-	-	4,613	32,057
Monitoring Officer	-	-	-	-	152	-	-	-	-	939
NDR	-	-	-	-	-	-	-	-	-	4,725
Payroll	(284,584)	4,466	-	8,401	1,082	-	570	-	-	539,008
Personnel	1,920	5,358	(918,003)	7,382	9,657	-	1,487	-	255,041	(330,230)
Print Unit	690	-	3,146	-	-	572	-	-	18,111	38,292
Private Housing	2,700	-	3,954	-	-	-	-	-	44,563	185,919
Procurement	965	4,741	11,783	7,382	(334,587)	-	138	-	39,516	(169,967)
Reception	581	-	2,636	-	745	-	13	-	-	11,654
Sundry Debtors	-	4,428	20,635	4,206	1,568	-	(180,199)	-	-	(59,436)
Word Processing	270	-	1,168	-	434	-	7	(6,158)	6,079	4,935
	(258,607)	63,339	(589,998)	106,728	(228,540)	(2,103)	(153,404)	-	1,204,082	(7,536,122)
Directorate of the Environment										
Engineering	9,246	15,801	1,227	-	4,053	-	4,684	-	102,028	607,233
Economic Development	3,022	10,760	42,616	23,610	16,282	-	-	-	-	426,610
Tourism	6,755	2,688	15,663	-	7,461	-	22,703	-	-	229,916
Environmental Health	4,839	6,419	6,959	84,856	7,439	-	17,963	-	48,499	458,343
Emergency Planning	141	-	655	-	267	-	6	-	-	4,626
Planning	5,087	15,801	-	-	3,063	-	4,233	-	147,346	490,743
Public Services	46,845	18,842	85,924	92,797	59,852	-	17,829	-	56,518	1,052,058
Catering	13,659	-	32,798	-	26,676	-	2,976	-	45,392	313,792
Registrars	621	-	2,815	-	555	1,726	10	-	-	14,589
Trading Standards	3,112	7,174	3,613	-	4,135	-	662	-	67,258	270,869
	93,327	77,485	192,270	201,263	129,783	1,726	71,066	-	467,041	3,868,779
Education & Leisure Directorate										
Education	28,138	84,640	206,767	151,777	7,987	-	9,785	-	222,720	2,702,195
Lifelong Learning and Leisure	46,453	4,851	14,761	8,591	37,785	-	5,171	-	98,789	516,036
	74,591	89,491	221,528	160,368	45,772	-	14,956	-	321,509	3,218,231
Social Services Directorate	82,608	94,852	152,077	169,723	46,654	-	49,732	-	546,565	3,070,392
Total Apportionments - Expenditure	284,584	355,191	918,003	648,625	334,587	3,412	180,199	6,158	2,695,237	16,125,378
Total Apportionments - Income	(284,584)	(355,191)	(918,003)	(648,625)	(334,587)	(3,412)	(180,199)	(6,158)	(2,695,237)	(16,125,378)

Central Support Service Apportionments – continued

	Accountancy & FSU	Audit	Cashiers	Central Services	Communi- cations Unit	Customer First	Information Technology	Legal Services
Corporate Services Directorate								
Accountancy	(593,687)	-	-	-	-	-	-	-
Audit	-	(56,976)	-	-	-	-	-	-
Cashiers	-	-	(33,967)	-	-	-	-	-
Central Services	-	-	-	(12,396)	-	-	-	-
Communications Unit	-	-	-	-	(3,574)	-	-	-
Information Technology	-	-	-	-	-	-	(369,850)	-
Legal Services	-	-	-	-	-	-	-	(90,901)
Payroll	-	-	-	-	-	-	-	-
Personnel	-	-	-	-	-	-	-	-
Procurement	-	-	-	-	-	-	-	-
Sundry Debtors	-	-	-	-	-	-	-	-
Customer First	-	-	-	-	-	(130,312)	-	-
Performance Management Unit	-	-	-	-	-	-	-	-
Policy Unit	-	-	-	-	-	-	-	-
Direct Services Organisation								
Building Cleaning	17,098	408	-	-	-	351	3,773	-
Building Maintenance	349,806	18,254	-	316	-	351	151,176	896
Catering	-	-	-	-	-	-	-	-
Fleet Management	20,400	6,576	-	198	-	225	17,403	-
Grounds Maintenance	-	-	-	-	-	-	-	-
Network Contracting Services	137,378	11,143	-	251	-	351	13,206	-
Leisure Indoor Facilities	16,319	652	16,307	-	-	-	6,039	-
Leisure Outdoor Facilities	-	-	-	-	-	-	-	-
Refuse & Cleaning	-	-	-	-	-	-	-	-
Stores	-	-	-	-	-	-	-	-
Vehicle Maintenance	14,991	82	1,406	-	-	-	1,903	-
	555,992	37,115	17,713	765	-	1,278	193,500	896
Housing Revenue Account	37,695	19,861	16,254	11,631	3,574	129,034	176,350	90,005
Total Apportionments - Expenditure	593,687	56,976	33,967	12,396	3,574	130,312	369,850	90,901
Total Apportionments - Income	(593,687)	(56,976)	(33,967)	(12,396)	(3,574)	(130,312)	(369,850)	(90,901)

Central Support Service Apportionments – continued

	Payroll	Performance Management Unit	Personnel & Health and Safety	Policy Unit	Procurement	Sundry Debtors	Grand Total
Corporate Services Directorate							
Accountancy	-	-	-	-	-	-	(593,687)
Audit	-	-	-	-	-	-	(56,976)
Cashiers	-	-	-	-	-	-	(33,967)
Central Services	-	-	-	-	-	-	(12,396)
Communications Unit	-	-	-	-	-	-	(3,574)
Information Technology	-	-	-	-	-	-	(369,850)
Legal Services	-	-	-	-	-	-	(90,901)
Payroll	(44,378)	-	-	-	-	-	(44,378)
Personnel	-	-	(264,567)	-	-	-	(264,567)
Procurement	-	-	-	-	(238,666)	-	(238,666)
Sundry Debtors	-	-	-	-	-	(9,709)	(9,709)
Customer First	-	-	-	-	-	-	(130,312)
Performance Management Unit	-	(10,367)	-	-	-	-	(10,367)
Policy Unit	-	-	-	(12,068)	-	-	(12,068)
Direct Services Organisation							
Building Cleaning	12,442	-	30,814	-	-	-	64,886
Building Maintenance	18,999	9,601	66,526	-	105,921	2,222	724,068
Catering	-	-	-	-	-	-	-
Fleet Management	211	-	6,399	1,498	18,225	765	71,900
Grounds Maintenance	-	-	-	-	-	-	-
Network Contracting Services	6,397	-	15,315	-	1,221	-	185,262
Leisure Indoor Facilities	-	766	15,512	1,445	-	-	57,040
Leisure Outdoor Facilities	-	-	-	-	-	-	-
Refuse & Cleaning	-	-	-	-	-	-	-
Stores	-	-	3,109	69	117	-	3,295
Vehicle Maintenance	859	-	2,545	4,496	9,715	28	36,025
	38,908	10,367	140,220	7,508	135,199	3,015	1,142,476
Housing Revenue Account	5,470	-	124,347	4,560	103,467	6,694	728,942
Total Apportionments - Expenditure	44,378	10,367	264,567	12,068	238,666	9,709	1,871,418
Total Apportionments - Income	(44,378)	(10,367)	(264,567)	(12,068)	(238,666)	(9,709)	(1,871,418)

CAERPHILLY COUNTY BOROUGH COUNCIL
COUNCIL FUND REVENUE ESTIMATES 2013/2014

Budget Summary

BUDGET SUMMARY	Page No	Estimate 2012/2013	Revised Estimate 2012/2013	Estimate 2013/2014
<u>COUNCIL FUND</u>				
EDUCATION & LIFELONG LEARNING DIRECTORATE	16	130,655,873	125,523,866	128,221,650
SOCIAL SERVICES DIRECTORATE	27	73,603,761	73,672,811	78,152,240
DIRECTORATE OF THE ENVIRONMENT	39	54,698,188	59,850,797	60,083,157
CORPORATE SERVICES DIRECTORATE	53	56,280,728	55,923,576	71,008,711
TOTAL SERVICE EXPENDITURE		315,238,550	314,971,050	337,465,758
<u>HOUSING REVENUE ACCOUNT</u>				
HOUSING (Corporate Services Directorate)	65	0	0	0
		315,238,550	314,971,050	337,465,758
USE OF BALANCES AND EARMARKED RESERVES:				
HOUSING REVENUE ACCOUNT				
COUNCIL FUND				
<i>Corporate Budget Strategy</i>		0	0	0
TO SUPPORT SERVICE EXPENDITURE				
<i>Education & Lifelong Learning Directorate</i>		0	0	0
<i>Social Services Directorate</i>		0	0	0
<i>Directorate of the Environment</i>		0	0	0
<i>Corporate Services Directorate</i>		0	0	0
USE OF EARMARKED RESERVES				
<i>Education & Lifelong Learning Directorate</i>		0	0	0
<i>Social Services Directorate</i>		0	0	0
<i>Directorate of the Environment</i>		0	(130,000)	0
<i>Corporate Services Directorate</i>		0	397,500	0
TOTAL REVENUE BUDGET		315,238,550	315,238,550	337,465,758

CAERPHILLY COUNTY BOROUGH COUNCIL
COUNCIL FUND REVENUE ESTIMATES 2013/2014
EDUCATION & LIFELONG LEARNING DIRECTORATE

Budget Summary

EDUCATION & LIFELONG LEARNING	Page No	Estimate 2012/2013	Revised Estimate 2012/2013	Estimate 2013/2014
<u>SUMMARY</u>				
PLANNING and STRATEGY	18	100,617,091	100,424,322	102,941,218
LEARNING, EDUCATION and INCLUSION	22	15,180,310	15,180,310	15,821,501
LIFELONG LEARNING and LEISURE	24	11,313,154	6,403,908	6,240,700
TOTAL SERVICE EXPENDITURE		127,110,555	122,008,540	125,003,419
CENTRAL SUPPORT SERVICES APPORTIONMENTS		3,545,318	3,515,326	3,218,231
EXPENDITURE TO COUNCIL FUND SUMMARY	14	130,655,873	125,523,866	128,221,650
USE OF BALANCES AND EARMARKED RESERVES				
COUNCIL FUND		0	0	0
TO SUPPORT SERVICE EXPENDITURE		0	0	0
LEARNING EDUCATION and INCLUSION		0	0	0
USE OF BALANCES TO COUNCIL FUND SUMMARY	14	0	0	0
USE OF EARMARKED RESERVES				
LIFELONG LEARNING and LEISURE		0	0	0
USE OF EARMARKED RESERVES TO COUNCIL FUND SUMMARY	14	0	0	0
		130,655,873	125,523,866	128,221,650

Description of Services

Education is provided to approximately 30,000 pupils and students a year. The Council employs in excess of 4,000 employees at its 75 primary sector, 14 secondary sector schools and 1 special school and 1 Learning Centre. There are ranges of services to support all lifelong learning activities.

Individual Schools Budget

In accordance with the requirement of the Schools Standard and Framework Act 1998, the Authority is required to delegate funds to schools and allow governing bodies to determine resource allocation within schools.

Earmarked Formula Funding

Some items of expenditure are allowed to be retained centrally, but are specifically related to individual schools.

LMS Contingencies/Other Direct School Related

The Authority's scheme for financing schools allows contingencies to be held to enable resources to be allocated within certain criteria as approved by the Welsh Government. The PFI budget relates to payments on the 2 secondary schools PFI schemes.

School Milk and Meals Admin

The Authority provides a school meals service for children in all primary schools and the special school. This budget relates to the reimbursements to schools for administration costs, utilities and telephones.

Relief Supply Cover

Resources are held centrally to cover the additional costs in respect of maternity cover and sickness cover for staff in Specialist Resource Bases attached to mainstream schools.

Early Retirement Pension Costs of School Based Staff

The Authority provides for commitments in respect of pension contributions for staff that have retired early.

LA Initiatives

The Authority provides funds for parental publications, CRB checks and Copyright for Schools.

EDUCATION & LIFELONG LEARNING	Page No	Estimate 2012/2013	Revised Estimate 2012/2013	Estimate 2013/2014
<u>PLANNING and STRATEGY</u>				
<i>Individual Schools Budget</i>		98,687,113	98,687,113	100,352,303
<i>Earmarked Formula Funding</i>		313,451	313,451	305,853
<i>LMS Contingencies/Other Direct School Related</i>				
Schools		413,617	413,617	451,240
Teachers Performance Management		327,716	327,716	324,598
PFI Funding Gap		294,520	294,520	298,938
PFI Building Maintenance		43,902	43,902	45,044
School Rationalisations		26,486	26,486	26,883
Former Key Stage 2 Grant		1,242,726	1,242,726	1,268,824
Secondary Additional Funding		963,146	963,146	983,372
		3,312,113	3,312,113	3,398,899
<i>School Meal Admin, Utility & Telephone</i>		423,535	423,535	410,299
<i>Relief Supply Cover</i>		576,555	576,555	582,320
<i>Early Retirement Pension Costs of School Based Staff</i>		1,789,617	1,789,617	1,707,514
<i>LEA Initiatives</i>				
Parent Information/External Publications		10,857	10,857	11,020
Copyright & Licensing		47,967	47,967	48,687
Trade Union Contribution GMB		5,985	5,985	6,075
Police Checks		71,287	71,287	72,356
		136,096	136,096	138,138
<i>Maintenance of Buildings</i>		381,220	381,220	390,351
<i>Insurance</i>		69,833	69,833	70,881
<i>Administration</i>		1,203,257	1,010,488	1,122,558
<i>Post 16 Initiative</i>		(6,275,699)	(6,275,699)	(5,537,898)
<u>EXPENDITURE TO DIRECTORATE SUMMARY</u>		100,617,091	100,424,322	102,941,218

Maintenance of Buildings

Resources are held centrally in accordance with the requirements of Fair Funding Legislation.

Insurance

All non-school education premises are insured by the Authority. The insurance budget was recently delegated to schools. There is a requirement for schools who do not buy back into the Local Authority service to provide evidence of an equivalent level of cover. To date, all schools have chosen to buy back into the Local Authority provision.

Administration

The Authority has a number of statutory duties to fulfil. In addition the Authority provides a diverse range of support services, the majority of which are now operating under Service Level Agreements to schools in accordance with the requirements of Fair Funding.

Post –16 Related

WG funds Post-16 mainstream provision in the Authority.

LA Initiatives

The Authority has implemented several initiatives aimed at raising standards through improving the quality of education in schools. The focuses for these initiatives are in the following areas of work:

- School leadership and management
- Inclusive teaching and learning practices
- Curriculum strategies
- Governors, parents and teachers
- Evaluation, support and monitoring.

14-19 Initiative

Meeting the diverse needs of 14-19 year old learners effectively will ensure more youngsters are prepared for high skill employment or be enabled to access higher education.

Advisory and Curriculum Support

In light of the Welsh Government agenda to raise standards, pupil attainment and performance, as from September 2012 Caerphilly, along with Blaenau Gwent, Monmouthshire, Newport and Torfaen have combined their school improvement services along with governors' support to form the Education Achievement Service (EAS).

School Effectiveness Grant, Welsh in Education and Pupil Deprivation Grant

This grant funds a range of school improvement initiatives, in particular literacy and numeracy. Funds from this grant are devolved to schools and pupils in receipt of free school meals.

Support Costs

The Authority provides a range of professional services to support children with special educational needs. The Psychology and Behaviour Support Service and Learning Support Service enable the Local Authority to fulfil its statutory duties and ensure that the young people of Caerphilly with additional learning needs have their needs met and that they have equality of opportunity to access high quality education. The Education Welfare Service assists the Authority and schools in discharging the statutory duties related to school attendance and the monitoring of children engaged in employment and entertainment performances.

Services for SEN Related Pupils

The Authority provides a range of services, including support for SEN children in mainstream. This includes providing additional non-teaching support for pupils with additional learning needs in secondary and primary schools. Pupils with additional learning needs can also receive additional teaching support from Language Support Teachers. The Home Tuition Service provides short-term education for pupils unable to attend their schools for medical or behavioural reasons. The Learning Centre caters for young people who are experiencing difficulty in mainstream schools because of emotional, behavioural and social difficulties. The Youth Access Programme has been developed to offer an alternative education programme as an extension to school for pupils in year 11. Children First funding contributes towards the employment of an Advisory Teacher for Looked After Children.

Third Party Payments

The Authority purchases services from other Local Authorities, mainly under joint arrangements including the Ethnic Minorities Service and Youth Offending Teams. The Hearing and Language Service and Visually Impaired Service provide educational support and advice to children and young people as well as to their families and school staff. The Authority commissioned a number of external providers to work in partnership with the LA to provide alternative provision for pupils in years 10 and 11. The Bridge Programmes are commissioned from INCLUDE who work in partnership with LEA staff. The courses are designed to support challenging young people with a full time alternative educational programme, reducing the risk of being Not in Education, Employment or Training (NEET).

Inter Authority Recoupment

There are a very small percentage of cases where the needs of a pupil with a statement of SEN are too great to be accommodated within a Caerphilly school. In these cases the Local Authority has a statutory responsibility to find and fund a suitable placement outside the Authority.

Child Protection

Training, fees and support costs associated with Child Protection issues. The Child Protection Officer and Support Worker works in a multi-disciplinary manner with the aim of improving the collaborative aspects of Child Protection work by schools and Education staff with colleagues in other agencies.

EDUCATION & LIFELONG LEARNING	Page No	Estimate 2012/2013	Revised Estimate 2012/2013	Estimate 2013/2014
<u>LEARNING, EDUCATION and INCLUSION</u>				
<u>Social Inclusion</u>				
Psychological Service		593,886	593,886	599,790
Behaviour Support		322,346	322,346	319,110
Education Welfare Service		484,220	484,220	489,131
Learning Centre		301,777	301,777	304,984
Include		598,496	598,496	536,000
Youth Offending Teams		50,084	50,084	50,835
Safeguarding		80,349	80,349	81,158
School Based Counselling (new)		0	0	294,128
		2,431,158	2,431,158	2,675,136
<u>Additional Learning Needs</u>				
ALN Advisory Support service		327,143	327,143	303,043
Learning Support		84,336	84,336	182,851
Professional/Statementing		126,846	126,846	120,747
Additional Support Primary & Secondary		3,441,435	3,441,435	3,514,415
Language Support Primary		944,736	944,736	964,422
Specialist Resources		62,842	62,842	63,685
ALN Improvement Initiative		28,398	28,398	97,388
Childrens Centre		53,100	53,100	53,776
SNAP Cymru		28,000	28,000	30,920
Outreach Trinity Fields		46,000	46,000	46,460
Speech Therapy		42,000	42,000	46,501
Hearing & Language Service		251,569	251,569	255,343
COMiT		75,866	75,866	77,004
Autism		116,299	116,299	119,322
Hospital Classes		12,976	12,976	13,171
Inter Authority Recoupment - Post 16		301,525	301,525	
		5,943,071	5,943,071	5,889,048
<u>Recoupment</u>				
Inter Authority Recoupment - Post 16		0	0	445,461
SEN Out of County Placement		595,302	595,302	606,227
Looked After Children		619,133	619,133	628,420
		1,214,435	1,214,435	1,680,108
<u>Learning Pathways Partnership</u>				
Active Pathways		138,200	138,200	140,273
14 - 19 Initiative		192,443	192,443	
EOTAS Tuition		503,636	503,636	542,318
		834,279	834,279	682,591
<u>School & Pupil Support</u>				
WJEC Contributions		52,153	52,153	52,935
Workload Initiatives		82,172	82,172	
Governor Support Unit		41,857	41,857	
		176,182	176,182	52,935
<u>School Effectiveness Grant & Welsh in Education (EAS in 2013-14)</u>				
		652,807	652,807	553,958

Learning, Education & Inclusion continued

EDUCATION & LIFELONG LEARNING	Page No	Estimate 2012/2013	Revised Estimate 2012/2013	Estimate 2013/2014
<u>Standards Quality & Development</u>				
Early Years (Rising 3's)		742,729	742,729	762,040
Literacy Initiative		25,074	25,074	0
School Improvement		426,598	426,598	
		1,194,401	1,194,401	762,040
<u>Service Provision</u>				
Outcome Agreement Grant Initiative (Inclusion)		200,000	200,000	200,000
Service Support & Resources		251,210	251,210	273,174
SACRE		2,306	2,306	2,332
Contribution to ESIS Joint Working / EAS Joint Working		469,000	469,000	
Section 21 Welsh language Grant LEA Contribution		39,344	39,344	
Contribution to Outdoor Education Advisor		22,952	22,952	23,296
School Improvement Initiatives		100,000	100,000	101,500
		1,084,812	1,084,812	600,302
<u>Education Achievement Service (EAS)</u>				
Contribution to EAS Joint Working		0	0	1,346,704
Welsh in Education Grant (WEG) Match Funding		0	0	140,308
		0	0	1,487,012
<u>Other</u>				
Visually Impaired Service		428,759	428,759	441,626
Music Service		886,498	886,498	744,845
Families First Central Admin & Monitoring		252,350	252,350	169,516
Community Focus Schools		81,558	81,558	82,384
		1,649,165	1,649,165	1,438,371
EXPENDITURE TO DIRECTORATE SUMMARY				
	16	15,180,310	15,180,310	15,821,501

Community Education

Community Education is responsible for Adult Education, Community Centres, elements of Early Years and the Youth Service and these services are provided in a variety of ways by the Authority and in partnership with other providers.

Youth Work is provided directly by the Authority through a network of 33 youth clubs (purpose built, on school sites, in village halls etc.), detached youth work and a series of centrally organised activities (canoeing, camping, arts events etc.). There are 39 Community Centres in the Borough. Staff ensure that these centres operate in line with their constitutions.

Early Years Team

The service develops and co-ordinates the multi-agency Childcare Strategy for the County Borough and delivers on the requirements of the Childcare Act 2006. This includes the Childcare Sufficiency Audit and the provision of information services for children and young people. It also manages the Integrated Children's Centre based in New Tredegar. This service supports initiatives within Families First and Flying Start.

Public Libraries

The Library Service is provided by 17 static and 2 library links. The Toy library service operates to children and their parents with learning difficulties in their own homes.

EDUCATION & LIFELONG LEARNING	Page No	Estimate 2012/2013	Revised Estimate 2012/2013	Estimate 2013/2014
<u>LIFELONG LEARNING</u>				
Leisure Centres		3,478,419	0	
Sports & Health Development		177,825	0	
Arts Service				
Blackwood Miners Institute & Arts Development		491,666	0	
		491,666	0	0
<u>Community Education</u>				
Community Education		1,665,886	1,665,886	1,909,576
Aberbargoed - Community Hub		91,566	91,566	
Outdoor Education		190,768	0	
Community Centres		586,963	586,963	595,249
		2,535,183	2,344,415	2,504,825
<u>Early Years Team</u>		471,652	471,652	476,976
<u>Library Services</u>				
Public Libraries		3,214,961	2,661,562	2,545,701
Library Headquarters		502,995	485,826	485,988
		3,717,956	3,147,388	3,031,689
<u>Central Lifelong Learning</u>				
Administration Support		266,411	266,411	55,735
Insurance & Non Operational Property/Land		168,941	168,941	171,475
Marketing & Events		5,101	5,101	0
		440,453	440,453	227,210
<u>EXPENDITURE TO SERVICE SUMMARY</u>	16	11,313,154	6,403,908	6,240,700

CAERPHILLY COUNTY BOROUGH COUNCIL
COUNCIL FUND REVENUE ESTIMATES 2013/2014
SOCIAL SERVICES DIRECTORATE

Introduction

The Directorate of Social Services provides and purchases a range of social care services through two divisions: Adult Services and Children's Services. A Business Support Unit provides support services to the Divisions in the areas of Finance, Performance Management, Learning & Development, Customers Services and Facilities Management.

Directorate Vision

Caerphilly Social Service's vision is to be the best we can be in the services we provide. We will earn our customers' respect through continuous improvement, driven by the integrity, teamwork and motivation of our staff.

Description of Service

The Social Services Directorate works closely with key departments throughout the Authority, such as Education and Lifelong learning, the Environment and Corporate Services. The Directorate also has strong working relationships with external partners such as the Aneurin Bevan Local health Board, Gwent Police, Gwent Probation, the Voluntary Sector and Independent Social Care Providers.

Partnership and working together is key to delivering effective social care services to meet the needs of children and adults in Caerphilly County Borough. The Directorate of Social Services is active in a number of strategic partnership arrangements that plan and deliver services. These include the: -

- Local Service Board
- Health Social Care and Well Being Partnership
- Children and Young People's Partnership
- Community Safety Partnership
- Caerphilly Safeguarding Children Board
- Caerphilly Area Adult Protection Committee
- Shared Lives Adult Placement Scheme

The Caerphilly County Borough Council Community Strategy informs the work of these partnerships and has five main themes in relation to social care services:-

1. To reduce health inequalities by tackling deprivation and the wider determinants of health
2. To help people recognise and take responsibility for their own health and wellbeing and make use of the opportunities and support available to them
3. To expand and develop community based health and social care services to enable people to live safe, fulfilled lives, which are as active as possible
4. To enable independent living in local communities, through appropriate support mechanisms for individuals, families and carers
5. To develop and strengthen preventative work and service provision for vulnerable children, adults and their carers.

Budget Summary

SOCIAL SERVICES DIRECTORATE	Page No	Estimate 2012/2013	Revised Estimate 2012/2013	Estimate 2013/2014
<u>SUMMARY</u>				
CHILDREN'S SERVICES	30	19,503,510	19,510,300	19,749,975
ADULT SERVICES	35	48,112,365	48,128,124	52,304,385
SERVICE STRATEGY AND BUSINESS SUPPORT	37	2,962,010	3,008,511	3,027,488
		70,577,885	70,646,935	75,081,848
CENTRAL SUPPORT SERVICES APPORTIONMENTS		3,025,876	3,025,876	3,070,392
EXPENDITURE TO COUNCIL FUND SUMMARY		73,603,761	73,672,811	78,152,240
USE OF BALANCES AND EARMARKED RESERVES		0	0	0
USE OF BALANCES TO COUNCIL FUND SUMMARY		0	0	0
USE OF EARMARKED RESERVES TO COUNCIL FUND SUMMARY	14	0	0	0
		73,603,761	73,672,811	78,152,240

CHILDREN'S SERVICES DIVISION

The Children's Services Division provides a range of services for children, young people, and their families. Some of these services are provided by Children's Services staff, others are commissioned services from voluntary agencies or provided in partnership with other statutory agencies. The strategic direction of the Children's Services Division is influenced by statute and Welsh Government guidance and reinforced by performance indicators, which are nationally set and monitored. Local priorities have also been developed through Community Planning, and the work of the Children and Young People's Partnership (CYPP), Caerphilly Safeguarding Children Board (CSCB) and other associated partnerships.

Statement of Purpose

The Division works in partnership to: -

- Protect children from neglect, abuse and exploitation.
- Work with families to support and enable them to care for their children within their own homes and communities.
- Support and enable all children and young people in need, including those with disabilities, to achieve their full potential.
- Provide safe care for children who are not able to live in their own families, and who therefore need to be looked after by the Local Authority.
- Help young people to make the transition from care to independence, and to become responsible and successful adults.
- To seek the views of children and young people to ensure that they have meaningful involvement in decisions that affect them.

Vision Statement

The Children's Services Division vision statement is: -

"To safeguard and promote the welfare of children and young people who are in need to enable them to reach their full potential, and to maximise their life chances"

The Division seeks to ensure that all children in need within Caerphilly should have the opportunity to achieve the following outcomes: -

- Grow up physically and emotionally healthy throughout their childhood and adolescence and into adulthood.
- Be safe from harm, abuse, exploitation and discrimination.
- Have a strong sense of identity and self esteem.
- Gain from education and achieve fulfilling training/employment.
- Acquire personal and social skills that enable them to contribute to and behave well in their communities.
- Have their views sought and considered when decisions are made about them.

Children's Services include: -

- Child Protection services to safeguard children from abuse and neglect (with all agencies who work with children in Caerphilly County Borough, including Police, Health and Education).
- Services for children and young people who are "looked after".
- Support for young people who have left the care of the Local Authority.
- Family support services for children in need and their families (commissioned from the Voluntary Sector and provided within the Division).
- Specialist social work team to provide support to children with disabilities and their families (also with the Voluntary Sector and Health services).
- Fostering and adoption services.

Children's Services are currently provided through: -

Area Based Services for Children and Families - Caerphilly County Borough is divided into three geographical areas (North, South and East). These three areas are co-terminus with the three Local Health Board (LHB) areas and the three Education Directorate areas therefore raising the opportunities for collaborative working practices. In each area there is one Assessment Team and two Children's Services Teams.

County Borough Wide Services - There are specialist teams who provide a service across the whole County Borough area. These include the Contact and Referral Team, Children with Disabilities Team, Leaving Care Team, Family Support (commissioned from the Voluntary Sector) and Services for Looked After Children (LAC). i.e. Fostering and Adoption.

Planning, Quality and Child Protection - This can be divided into two distinct areas, 'safeguarding and review' and 'commissioning and service improvement'.

The Caerphilly and Blaenau Gwent Youth Offending Service (YOS) - This is a multi agency team that includes members from the Police, Probation Service and Health Service as well as Social Work staff. The team covers both Blaenau Gwent and Caerphilly County Borough Local Authority areas.

Administration Team - The Division is supported by administrative staff within each of its teams. The Division also receives specific support and information services from the Directorate's Business Support Unit.

SOCIAL SERVICES DIRECTORATE	Page No	Estimate 2012/2013	Revised Estimate 2012/2013	Estimate 2013/2014
<u>CHILDREN'S SERVICES</u>				
<u>Management, Fieldwork and Administration</u>				
Children's Management, Fieldwork and Administration		8,326,499	8,353,352	8,430,063
		8,326,499	8,353,352	8,430,063
<u>External Residential Care Including Secure Accommodation</u>				
Gross Cost of Placements		1,046,976	1,046,976	1,203,671
Contributions from Education		(153,199)	(153,199)	(60,591)
Contributions from Health		(92,555)	(92,555)	(60,591)
		801,222	801,222	1,082,489
<u>Fostering and Adoption</u>				
Gross Cost of Placements		6,556,957	6,556,957	6,581,061
Other Fostering Costs		124,304	124,304	126,168
Adoption Allowances		203,067	203,067	206,113
Other Adoption Costs		87,485	87,485	88,797
LAC Health Project		41,620	41,620	0
Raising Educational Attainment of LAC		20,200	20,200	20,503
Professional Fees Including Legal Fees		378,360	378,360	384,035
		7,411,993	7,411,993	7,406,677
<u>Youth Offending</u>				
Youth Offending Team		420,663	420,663	426,973
		420,663	420,663	426,973
<u>Other Costs</u>				
Equipment and Adaptations		43,801	43,801	34,458
Preventative and Support - (Section 17 & Childminding)		189,102	189,102	191,936
Local safeguarding Children Board		10,719	10,719	10,880
Aftercare		340,953	340,953	265,421
Respite Care		58,271	58,271	107,244
Agreements with Voluntary Organisations		1,713,194	1,662,694	1,543,199
Transport Costs		141,000	141,000	143,115
Other		46,093	76,530	107,520
		2,543,133	2,523,070	2,403,773
TOTAL CHILDREN'S SERVICES	27	19,503,510	19,510,300	19,749,975

ADULT SERVICES DIVISION

The Adult Services Division provides a wide range of specialist services to members of the community over eighteen who experience difficulties on a day-to-day basis due to problems ranging from physical or sensory disability to drug and alcohol addiction.

The Division has responsibility for the service areas of Older People, Physical Disability and Sensory Impairment, Learning Disabilities, Adult Mental Health and Substance Misuse and also includes the cross cutting themes of the support of carers and the protection of vulnerable adults, assessment and care management, emergency out of hours services, provision of equipment and adaptations and direct service provision e.g. domiciliary, day and long-term care. These services are delivered to the community in partnership with other statutory bodies e.g. Aneurin Bevan Local Health Board, Gwent Police, and the care and Social Services Inspectorate Wales (CSSIW). In addition to direct service provision, the Adult Services Division also commissions significant levels of services from the independent and voluntary sectors.

Statement of Purpose

The Division is committed to “promote and provide the opportunity for adults assessed as requiring social care support to live as full, active and independent a life as they are able, within their chosen community”. This will be done by: -

- Recognising that people have responsibilities for making decisions that impact on their own lives. Where they lack capacity to make their own decisions, we will support them to do so.
- Promoting independence and enabling people to live in their own homes.
- Enabling people to actively participate in their community by working across the Council ensuring equal access to services, leisure activities, employment and life long learning.
- Safeguarding adults and minimising the risk of abuse.
- Working in partnership to support and maintain the health and well being of people in Caerphilly County Borough.
- Recognising and meeting the needs of carers in their own right.

Vision Statement

The Adult Services Division vision statement is: -

“We will treat every individual with dignity and respect and will aspire to safeguard, maximise independence and choice for service users and carers”.

The strategic direction of Adult Services is informed by a number of national and local strategies. Key to informing the direction of Adult Services is the Health, Social Care & Well-being Strategy. This Strategy spans the whole spectrum from preventative action and regulation to improving health and reducing the risk of ill health through to the provision of care services by the Local Authority, the National Health Service (NHS), the voluntary sector and the private sector. The Strategy aims to embrace the local public health agenda, and in line with the Welsh Government’s vision for public services, works across policy and programme areas to tackle the underlying factors which lead to poor health (i.e. housing, education etc). The Strategy has been developed through a robust assessment of need and by consulting with the public, staff and partners.

The strategic direction of Adult Services is further influenced by nationally set and monitored performance indicators and by local performance indicators. The local performance indicators are developed from local commissioning strategies, the Adult Joint Strategic Planning Group and the work of the Area Adult Protection Committee.

SOCIAL SERVICES DIRECTORATE	Page No	Estimate 2012/2013	Revised Estimate 2012/2013	Estimate 2013/2014
<u>ADULT SERVICES</u>				
<u>Management, Fieldwork and Administration</u>				
Management		174,043	189,802	176,840
Protection of Vulnerable Adults		549,040	549,040	579,039
OLA and Client Income from Client Finances		(123,431)	(123,431)	(149,739)
Commissioning		737,283	737,283	776,748
Section 28a Income Joint Commissioning Post		(17,175)	(17,175)	(17,175)
Less Contribution from Supporting People		(59,284)	(59,284)	(49,284)
Older People		2,708,090	2,708,090	2,734,345
Less Wanless Income		(140,862)	(140,862)	(118,362)
Physical Disabilities		1,439,087	1,439,087	1,480,380
Provider Services		392,890	392,890	385,767
Learning Disabilities		753,945	753,945	739,022
Section 28a Income		(35,946)	(35,946)	(75,820)
Mental Health		1,231,086	1,231,086	1,251,200
Section 28a Income Assertive Outreach		(94,768)	(94,768)	(94,768)
Drug & Alcohol Services		274,581	274,581	278,157
Emergency Duty Team		235,077	235,077	237,187
		8,023,656	8,039,415	8,133,537
<u>Own Residential Care</u>				
Residential Home for the Elderly		5,922,828	5,922,828	6,054,311
- Less Client Contributions		(1,506,455)	(1,506,455)	(1,529,052)
- Less Section 28a Income (Ty Iscoed)		(115,350)	(115,350)	(115,350)
- Less Inter-Authority Income		(130,071)	(130,071)	(132,022)
Net Cost		4,170,952	4,170,952	4,277,887
Accommodation for People with learning Disabilities		2,341,613	2,341,613	2,365,743
- Less Client Contributions		(76,413)	(76,413)	(77,559)
- Less Contribution from Supporting People		(273,750)	(273,750)	(273,750)
- Less Inter-Authority Income		(270,187)	(270,187)	(244,240)
Net Cost		1,721,263	1,721,263	1,770,194
		5,892,215	5,892,215	6,048,081
<u>External Residential Care</u>				
Long Term Placements				
Older People		8,110,712	8,110,712	7,855,026
Less Wanless Income		(503,429)	(503,429)	(403,429)
Less Section 28a Income - Allt Yr Yn		(151,063)	(151,063)	(151,063)
Physically Disabled		315,247	315,247	349,554
Learning Disabilities		3,291,016	3,291,016	3,070,685
Mental Health		639,928	639,928	704,528
Substance Misuse Placements		51,515	51,515	52,288
Net Cost		11,753,926	11,753,926	11,477,589

SOCIAL SERVICES DIRECTORATE	Page No	Estimate 2012/2013	Revised Estimate 2012/2013	Estimate 2013/2014
<u>ADULT SERVICES continued</u>				
Short Term Placements				
Older People		168,468	168,468	170,994
Physical Disabilities		30,239	30,239	30,693
Learning Disabilities		25,048	25,048	25,424
Mental Health		6,483	6,483	6,580
Net Cost		230,238	230,238	233,691
		11,984,164	11,984,164	11,711,280
<u>Own Day Care</u>				
Older People		878,882	914,599	911,140
- Less Attendance Contributions		(16,132)	(16,132)	(16,374)
Learning Disabilities		3,003,380	2,980,663	3,020,268
- Less Contribution from Supporting People		(21,224)	(21,224)	(21,224)
- Less Attendance Contributions		(19,474)	(19,474)	(20,084)
- Less Inter-Authority Income		(43,534)	(43,534)	(44,187)
Mental Health		749,068	749,068	753,192
Less Wanless Income		(87,844)	(87,844)	(44,344)
- Less Section 28a Income (Pentrebane Street)		(110,643)	(110,643)	(95,643)
		4,332,479	4,345,479	4,442,744
<u>External Day Care</u>				
Elderly		669	669	18,271
Physically Disabled		110,143	110,143	131,376
Learning Disabilities		717,596	717,596	867,232
Section 28a Income		(44,647)	(44,647)	(72,659)
		783,761	783,761	944,220
<u>Sheltered Employment</u>				
Mental Health		71,099	71,099	72,165
		71,099	71,099	72,165
<u>Aids and Adaptations</u>				
Disability Living Equipment		592,314	592,314	731,199
Adaptations		354,316	320,803	325,615
Section 28a Income		(33,513)	0	0
Telephones for the Chronically Sick and Disabled		15,352	15,352	15,582
		928,469	928,469	1,072,396
<u>Home Assistance and Reablement</u>				
Home Assistance and Reablement Team (H.A.R.T.)		5,189,722	3,363,145	3,295,462
Wanless Funding		(395,574)	(67,959)	(67,959)
Independent Sector Domiciliary Care				
Elderly		4,723,132	4,723,132	4,946,912
Physical Disabilities		550,864	550,864	585,225
Learning Disabilities (excluding Resettlement)		164,117	164,117	239,528
Community Living		142,077	142,077	108,679
Mental Health		100,662	100,662	206,372
Gwent Frailty Programme		0	1,748,410	2,055,602
		10,475,000	10,724,448	11,369,821

SOCIAL SERVICES DIRECTORATE	Page No	Estimate 2012/2013	Revised Estimate 2012/2013	Estimate 2013/2014
<u>ADULT SERVICES continued</u>				
<u>Other Domiciliary Care</u>				
Supported Living				
Adult Placement Scheme		471,815	471,815	649,387
-Less Contribution from Supporting People		(158,480)	(158,480)	(188,195)
Older People		0	0	52,143
Physical Disabilities		505,522	505,522	463,232
-Less Contribution from Supporting People		(111,062)	(111,062)	(86,298)
Learning Disabilities		5,556,070	5,556,070	6,048,286
Less Section 28a Income Joint Tenancy		(28,987)	(28,987)	(28,987)
-Less Contribution from Supporting People		(1,368,593)	(1,368,593)	(1,083,865)
Mental Health		827,507	827,507	1,118,310
-Less Contribution from Supporting People		(78,216)	(78,216)	(65,180)
Net Cost		5,615,576	5,615,576	6,878,833
Direct Payments				
Elderly		241,450	241,450	153,134
Physical Disabilities		414,918	407,656	342,270
Learning Disabilities		232,062	232,062	252,817
Section 28a Income Learning Disabilities		(20,808)	(20,808)	(20,808)
Mental Health		24,078	24,078	0
Net Cost		891,700	884,438	727,413
Other				
Tredegar Court		334,146	334,146	175,089
Emergency Care at Home		314,346	0	0
- Less Wanless Income		(111,872)	0	0
- Less Section 28a Income (EC@H)		(78,198)	0	0
Sitting Service		523,292	523,292	479,443
Extra Care Sheltered Housing		522,154	522,154	567,400
- Less Contribution from Supporting People		(32,170)	(32,170)	(14,308)
Net Cost		1,471,698	1,347,422	1,207,624
Total Home Care Client Contributions (net of commission)		(813,529)	(813,529)	(825,732)
		7,165,445	7,033,907	7,988,138
<u>Resettlement</u>				
Learning Disabilities				
Less Section 28a Income		(1,020,410)	(1,020,410)	(1,020,410)
Less MHS/Resettlement Grant Income		(1,804,981)	(1,804,981)	0
		(2,825,391)	(2,825,391)	(1,020,410)

SOCIAL SERVICES DIRECTORATE	Page No	Estimate 2012/2013	Revised Estimate 2012/2013	Estimate 2013/2014
<u>ADULT SERVICES continued</u>				
<u>Supporting People</u>				
Elderly Supported People		1,311,541	1,311,541	1,374,568
Physically Disabled Supported People		80,000	80,000	89,000
Learning Disabilities Supported People		309,131	309,131	427,413
Mental Health Supported People		827,639	827,639	1,172,404
Families Supported People		873,757	873,757	2,135,031
Contribution to Independent Sector Supported Living		1,090,993	1,090,993	794,537
Contribution to In-House Supported Living		273,750	273,750	273,750
Contribution to Resettlement		466,878	466,878	440,806
Contribution to Adult Placement		158,480	158,480	188,195
Contribution to Leaving Care		22,161	22,161	84,732
Contribution to Garden Project		21,224	21,224	21,224
Contribution to Extra Care		32,170	32,170	14,308
Contribution to Supporting People Team		59,284	59,284	49,284
Less Supporting People Grant		(5,303,525)	(5,303,525)	(6,612,558)
		223,483	223,483	452,694
<u>Other Costs</u>				
Meals on Wheels		353,682	353,682	288,987
Telecare Gross Cost		480,627	480,627	561,064
Less Client and Agency Income		(296,049)	(296,049)	(381,886)
-Less Contribution from Supporting People		(184,578)	(184,578)	(179,178)
Disabled Car Badge Scheme		10,746	10,746	36,550
Agreements with Voluntary Organisations:				
Elderly		320,079	314,341	314,341
Physically Disabled		63,591	63,591	63,591
Learning Difficulties		131,575	131,575	131,575
Section 28a Income		(52,020)	(52,020)	(52,020)
Mental Health and Substance Misuse		179,083	179,083	179,083
Learning Disabilities Service Principles and Responses		8,192	8,192	0
Section 28a Income Learning Disabilities		(28,012)	(28,012)	0
MH Capacity Act / Deprivation of Liberty Safeguards		59,130	59,130	60,017
Other		11,939	(113,233)	67,595
		1,057,985	927,075	1,089,719
TOTAL ADULT SERVICES	27	48,112,365	48,128,124	52,304,385

SERVICE STRATEGY AND BUSINESS SUPPORT

The Business Support Unit provides support to the Adults and Children's Services Divisions in the areas of Finance, Performance Management, Learning & Development and Customer Services. Prior to the 1st April 2012, the Business Support Unit also provided Facilities Management services for the Directorate, but these budgets have now been transferred to Corporate Property in line with the Authority's Asset Management Strategy.

Statement of Purpose

The Business Support Unit maintains close links with Corporate Services and all partner agencies and its activities support the provision of services to vulnerable people and their carers in two ways: -

- 1) As a direct support to the Directorate of Social Services, e.g. financial planning, monitoring and advice, provision of performance management information and data analysis, organising staff training.
- 2) As a lead for the Directorate, e.g. on data protection and freedom of information requests, complaints (including media and public information), co-ordination of consultation, income maximisation, financial assessments and compliance with policies and procedures.

SOCIAL SERVICES DIRECTORATE	Page No	Estimate 2012/2013	Revised Estimate 2012/2013	Estimate 2013/2014
<u>SERVICE STRATEGY AND BUSINESS SUPPORT</u>				
<u>Management and Administration</u>				
Policy Development and Strategy		169,682	179,971	174,920
Business Support and Learning & Development		1,613,952	1,149,503	1,188,143
Performance Management Consortium		76,178	76,178	73,938
		1,859,812	1,405,652	1,437,001
<u>Office Accommodation</u>				
All Offices		379,738	375,811	398,273
Less Office Accommodation Recharge to HRA		(36,084)	(32,157)	(53,297)
		343,654	343,654	344,976
<u>Office Expenses</u>				
All Offices		209,745	202,961	230,957
		209,745	202,961	230,957
<u>Other Costs</u>				
Training		259,208	267,165	271,885
Less SCWDP Grant		(492,704)	0	0
Publicity/Marketing/Complaints		56,750	56,750	55,000
Staff Support/Protection		58,019	58,019	56,670
Information Technology		90,864	90,864	92,000
Management Fees for Consortia		(46,052)	(46,052)	(46,743)
Insurances		412,322	412,322	412,322
Other Costs		210,392	217,176	173,420
		548,799	1,056,244	1,014,554
TOTAL RESOURCING AND PERFORMANCE	27	2,962,010	3,008,511	3,027,488

CAERPHILLY COUNTY BOROUGH COUNCIL
COUNCIL FUND REVENUE ESTIMATES 2013/2014
DIRECTORATE OF THE ENVIRONMENT

BUDGET SUMMARY

DIRECTORATE OF THE ENVIRONMENT	Page No	Estimate 2012/2013	Revised Estimate 2012/2013	Estimate 2013/2014
<u>SUMMARY</u>				
REGENERATION, PLANNING & ECONOMIC DEVELOPMENT	41	5,127,764	5,818,769	5,700,016
ENGINEERING DIVISION	45	22,309,331	22,469,089	21,661,208
DIRECTORATE SERVICE EFFICIENCIES		(190,034)	(123,988)	(193,796)
PUBLIC PROTECTION	47	5,996,370	6,109,145	7,322,856
COMMUNITY & LEISURE SERVICES	51	18,041,165	22,147,541	21,669,237
Direct Labour/Direct Service Trading Accounts				
<i>Building Cleaning</i>		0	0	275,288
<i>Network Contract Services</i>		(180,101)	(180,101)	(182,803)
<i>Vehicle Maintenance</i>		(37,072)	(19,745)	(37,628)
TOTAL SERVICE EXPENDITURE		51,067,423	56,220,710	56,214,378
CENTRAL SUPPORT SERVICE APPORTIONMENTS		3,630,765	3,630,087	3,868,779
EXPENDITURE TO COUNCIL FUND SUMMARY	14	54,698,188	59,850,797	60,083,157
USE OF GENERAL FUND				
REGENERATION, PLANNING, ECONOMIC DEVELOPMENT		0	0	0
ENGINEERING DIVISION		0	0	0
PUBLIC PROTECTION		0	0	0
COMMUNITY & LEISURE SERVICES		0	0	0
USE OF GENERAL FUND TO COUNCIL FUND SUMMARY		0	0	0
USE OF EARMARKED RESERVES				
REGENERATION, PLANNING, ECONOMIC DEVELOPMENT		0	0	0
ENGINEERING DIVISION		0	0	0
PUBLIC PROTECTION		0	(55,000)	0
COMMUNITY & LEISURE SERVICES		0	(75,000)	0
USE OF EARMARKED RESERVES TO COUNCIL FUND SUMMARY	14	0	(130,000)	0
		54,698,188	59,720,797	60,083,157

REGENERATION, PLANNING AND ECONOMIC DEVELOPMENT DIVISION

The Regeneration, Planning and Economic Development Division provides a wide range of services to the Council. The Division is divided into four groups each with a range of service functions:

Countryside & Landscape Services

- To provide a proactive, effective Countryside and Landscape Service, which is accessible to all user groups.
- To work towards ensuring that the countryside of Caerphilly is managed along sustainable principles, ensuring appropriate landscape habitat and species diversity.
- To ensure that a healthy landscape and vibrant countryside is seen as an essential part of the well being of Caerphilly's communities, contributing towards the attraction of the County Borough as a place to live and work.
- To contribute specialist professional expertise to the planning and corporate processes, the public and the business community.
- To provide a practical countryside management service "on the ground".
- To encourage and manage access to the countryside by maintaining and enhancing the network of public rights of way and implementing the provisions of the Countryside and Rights of Way Act 2000 including the provision of professional support to the Authority's statutory Local Access Forum.
- To provide support for the corporate role of the Authority's Sustainable Development Co-ordinator.
- To take every opportunity for the creation and development of the partnerships for the development of policy and delivery of services.
- To maximise grant support for all the functions described above.

Development Control/Building Control, Enforcement, Minerals and Technical Support

- To provide an efficient and effective development control and enforcement service to the public, developers, professional agents and the elected members.
- To secure high quality development.
- To enforce Building Regulations according to the processes and time-scales laid down in the Building Act 1984, as amended.
- To create a marketing culture that promotes a high quality service to the customer.

Forward Planning & Urban Renewal

- To provide a framework for development and produce effective planning policy guidance.
- To secure the progressive improvement of the physical environment and safeguard its finest qualities.
- To promote and manage urban renewal in the context of joint investment by the public and private sectors.
- To provide a responsive, efficient and professional service.
- To aid employment and development opportunities through appropriate land allocations and continued improvement of the environment and image of the area.

<i>DIRECTORATE OF THE ENVIRONMENT</i>	Page No	Estimate 2012/2013	Revised Estimate 2012/2013	Estimate 2013/2014
<u>REGENERATION, PLANNING & ECONOMIC DEVELOPMENT</u>				
<i>ECONOMIC DEVELOPMENT AND TOURISM</i>				
Business Development		1,250,973	1,264,176	1,345,945
Tourism Events		157,198	157,198	147,972
European Affairs		86,981	86,981	88,328
Commercial Properties		(754,974)	(754,974)	(767,699)
Tourism Venues		1,079,938	1,079,938	1,095,905
Community Regeneration		187,504	187,504	191,393
Community First Expenditure		2,051,432	2,051,432	2,870,795
Community First Grant Funding		(2,051,432)	(2,051,432)	(2,870,795)
Blackwood Miners Institute		0	361,322	347,984
Arts Development		0	147,627	142,574
		2,007,620	2,529,772	2,592,402
<i>PLANNING</i>				
Countryside and Landscape		1,573,286	1,682,651	1,566,435
Strategic Planning and Urban Renewal		906,907	946,607	895,948
Development		515,477	515,477	520,065
Building Control		(4,520)	15,268	(5,195)
Land Charges		(10,884)	(10,884)	(9,963)
Corporate and Democratic Core		139,878	139,878	140,324
		3,120,144	3,288,997	3,107,614
<i>TOTAL NET BUDGET</i>				
	39	5,127,764	5,818,769	5,700,016
CENTRAL SUPPORT SERVICE APPORTIONMENTS				
		999,923	999,923	999,923
CORPORATE BUILDINGS APPORTIONMENTS				
		142,359	142,359	147,346
		6,270,046	6,961,051	6,847,285

Economic Development & Tourism Division**Service Objectives**

- Marketing and promotion of Caerphilly County Borough to potential investors;
- Supporting and development of local businesses with advice and grants;
- Promotion and support of ICT for businesses;
- Management of a portfolio of around 200 industrial units and 3 managed office schemes;
- Development, promotion and marketing of town centres;
- Promotion of the area to tourists and visitors;
- Provision of advice to tourism operators;
- Operation of a range of visitor facilities at Llancaiach Fawr, Cwmcarn, The Winding House, Blackwood Miners Institute and Caerphilly Visitor Centre;
- Promotion of arts development initiatives within the Authority;
- A European Unit which advises on European funding and other matters relating to the European Union;
- Community Regeneration activities allied to the Community Strategy including the Communities First Programme;
- Caerphilly Fast Forward providing training and work experience opportunities for the long-term unemployed, disadvantaged and disaffected individuals and supported job search activities.

ENGINEERING DIVISION**Description of Services**

The Engineering Services Division provides a wide range of services to the Council. These services are broad and encompass a range of strategic, operational and client activities and of the services provided by the Division's three groups, the more important of these are as follows:

Highways Operations Group

- Highway land and drainage
- Gulley cleansing and maintenance
- Winter Service Plan delivery
- Highway inspections
- Tip monitoring Highway maintenance (potholes)
- Civil engineering construction
- Managing the SEW contract
- Planned carriageway and footway maintenance
- Highway asset management
- RASWA inspections
- Highway condition surveys
- Traffic Management Act
- Street lighting
- Insurance claims

Engineering Projects Group

- Bridge design and maintenance
- Retaining wall design and maintenance
- Culvert design and maintenance
- Building surveys and structural maintenance
- Corporate land drainage
- Land reclamation
- Canal maintenance
- Highway design
- Site supervisors' contract management
- Scheme feasibility
- Programme management
- Project management
- Capital programme

Transportation Engineering Management Group

- Regional Transport Plan
- Transport strategy and plans
- Traffic data collection and analysis
- Sustainable travel planning
- Traffic management schemes
- Traffic Regulation Orders
- Car park management
- Safety Camera Partnership
- School Crossing patrols
- Road safety education and publicity
- Highways development control
- S106 negotiation implementation
- Searches and land charges
- Public transport strategy
- Bus service contracts
- Concessionary fares administration

Transportation Engineering Management Group (continued)

- Bus shelter provision and maintenance
- Public transport information
- Community transport
- Rail improvement schemes
- Park & Ride development

DIRECTORATE OF THE ENVIRONMENT	Page No	Estimate 2012/2013	Revised Estimate 2012/2013	Estimate 2013/2014
<u>ENGINEERING DIVISION</u>				
<u>HIGHWAY OPERATIONS</u>				
Gross Expenditure		11,665,628	11,843,507	11,255,136
Grants, Fees & Charges and Other Income		(252,650)	(252,650)	(206,149)
Net Expenditure		11,412,978	11,590,857	11,048,987
<u>ENGINEERING PROJECTS GROUP</u>				
Gross Expenditure		1,217,740	1,217,740	1,304,056
Fees & Charges and Other Income		(1,298,400)	(1,298,400)	(1,386,294)
Net Expenditure		(80,660)	(80,660)	(82,238)
<u>TRANSPORT ENGINEERING</u>				
Gross Expenditure		1,746,909	1,726,424	1,844,345
Grants, Fees & Charges and Other Income		(972,210)	(972,210)	(1,063,050)
Net Expenditure		774,699	754,214	781,295
<u>PASSENGER TRANSPORT</u>				
Gross Expenditure		5,398,384	5,398,384	5,344,209
Grants, Fees & Charges and Other Income		(3,473,260)	(3,473,260)	(3,467,525)
Net Expenditure		1,925,124	1,925,124	1,876,684
<u>HOME TO SCHOOL TRANSPORT</u>				
Gross Expenditure		6,705,579	6,705,579	6,450,266
Grants, Fees & Charges and Other Income		0	0	0
Net Expenditure		6,705,579	6,705,579	6,450,266
<u>SOCIAL SERVICES TRANSPORT</u>				
Gross Expenditure		1,357,889	1,357,889	1,375,756
Grants, Fees & Charges and Other Income		(17,170)	(17,170)	(17,428)
Net Expenditure		1,340,719	1,340,719	1,358,328
<u>ENGINEERING - GENERAL (Expenditure only)</u>		230,892	233,256	227,886
<u>TOTAL NET EXPENDITURE</u>	39	22,309,331	22,469,089	21,661,208
<u>CENTRAL SUPPORT SERVICE APPORTIONMENT</u>		505,205	505,205	546,436
<u>PONTLLANFRAITH CORPORATE BUILDING APPORTIONMENT</u>		98,575	98,575	60,796
<u>NET EXPENDITURE ENGINEERING SERVICES</u>		22,913,111	23,072,869	22,268,440

PUBLIC PROTECTION DIVISION

This Division aims to protect the environment and the public, their health, safety and economic well being as well as ensuring a level playing field for local businesses. A comprehensive range of environmental health and trading standards enforcement services is delivered. The Division also has responsibility for Community Safety, CCTV, Community Safety Wardens as well as the Licensing and Registration services, and Emergency Planning and also Catering Services.

The Public Protection Division is divided into three groups of service activities, headed by Group Managers, plus the Emergency Planning team and also Catering Services. Services are primarily located at the Council Offices at Pontllanfraith, Blackwood, but also from Ty Penallta and at the Tir-y-Berth depot as well as schools.

The Environmental Health Group

- **Food and Health and Safety Team**

This section ensures that food premises comply with the Food Safety Act and other regulations by inspecting, sampling, enforcing and educating approximately 1,500 premises in which food is handled. This section regulates approximately 3,500 commercial premises and workplaces in order to protect the health and safety of both workers and the public who visit them.

- **Health Improvement Team**

The main aim of the health improvement team is to promote the health and wellbeing of those who live and work in Caerphilly County Borough. The work of the team is focused on five priority health areas – nutrition, physical activity, tobacco control, sexual health and injury prevention.

- **Environmental Enforcement Team**

This section primarily deals with situations where there may be a risk to public health or where a nuisance is being caused which significantly affects individuals' comfort or quality of life. These are generally referred to as public health nuisances or statutory nuisances. The section also deals with issues relating to pest control, fly tipping, domestic noise, litter, dog mess, abandoned vehicles etc.

- **Pollution Team**

The Pollution Control Team is responsible for ensuring that all aspects of pollution control, with the exception of domestic nuisance complaints, are dealt with in a satisfactory and timely manner. This includes both air quality and contaminated land issues. The team also provides specialist advice to the Planning Department on current planning and development applications in order to prevent foreseeable pollution issues becoming future problems.

The Trading Standards and Licensing Group

- **Trading Standards Teams**

Two teams of officers enforce an extensive list of legislation concerned with the quality, quantity, pricing, marketing, description and safety of goods, services and trade practices. Enforcement and monitoring takes place at manufacturing, importation, distribution and retail levels. In addition the service offers a free consumer advice service and are also responsible for animal health and welfare, licensing enforcement and interventions into under-age sales of restricted products.

- **Licensing**

Some businesses and events are required to meet minimum safety and trading standards before they are able to trade or take place. The licensing section make sure that those standards are in place and issue licenses that cover over thirty activities, including pubs, clubs, public entertainment, taxis, petroleum, gambling and animal establishments in the county borough.

- **Registration**

The Registration Service establishes a permanent legal record of every birth, death, marriage and civil partnership in the County Borough, authorises and conducts civil marriage and civil partnership ceremonies, administers the oath and pledge taken by new British Citizens.

<i>DIRECTORATE OF THE ENVIRONMENT</i>	Page No	Estimate 2012/2013	Revised Estimate 2012/2013	Estimate 2013/2014
<i>PUBLIC PROTECTION DIVISION</i>				
<i>TRADING STANDARDS</i>				
Expenditure		862,579	912,045	818,125
Income		(42,983)	(42,983)	(34,616)
Net Expenditure		819,596	869,062	783,509
<i>LICENSING</i>				
Expenditure		359,886	360,281	381,195
Income		(329,310)	(329,310)	(329,310)
Net Expenditure		30,576	30,971	51,885
<i>REGISTRARS</i>				
Expenditure		248,200	248,595	270,711
Income		(185,000)	(185,000)	(187,000)
Net Expenditure		63,200	63,595	83,711
<i>CCTV</i>				
Expenditure		646,547	647,337	655,752
Income		(123,190)	(123,190)	(129,416)
Net Expenditure		523,357	524,147	526,336
<i>COMMUNITY WARDENS</i>				
		343,709	344,499	351,230
<i>COMMUNITY SAFETY</i>				
		142,094	144,063	143,276
<i>SAFER CAERPHILLY - COMMUNITY SAFETY PARTNERSHIP</i>				
Expenditure		1,607,368	1,607,368	425,080
Income		(1,607,368)	(1,607,368)	(425,080)
Net Expenditure		0	0	0
<i>CORPORATE AND DEMOCRATIC COSTS (CDC)</i>				
		30,900	30,900	32,655
<i>HEALTH IMPROVEMENT</i>				
Expenditure		507,254	484,967	626,806
Income		(48,351)	(48,351)	(158,300)
Net Expenditure		458,903	436,616	468,506
<i>ENFORCEMENT</i>				
Expenditure		777,121	837,609	778,338
Income		(106,163)	(106,163)	(119,887)
Net Expenditure		670,958	731,446	658,451
<i>POLLUTION</i>				
Expenditure		380,777	380,777	360,170
Income		(24,120)	(24,120)	(24,480)
Net Expenditure		356,657	356,657	335,690
<i>FOOD TEAM</i>				
Expenditure		553,676	554,071	564,338
Income		(10,580)	(10,580)	(18,451)
Net Expenditure		543,096	543,491	545,887
<i>EMERGENCY PLANNING</i>				
Net Expenditure		139,874	140,664	139,964
<i>CATERING</i>				
Expenditure		6,656,040	6,675,624	6,849,923
Income		(4,782,590)	(4,782,590)	(3,648,167)
Net Expenditure		1,873,450	1,893,034	3,201,756
<i>TOTAL NET EXPENDITURE</i>				
	39	5,996,370	6,109,145	7,322,856
<i>CENTRAL SUPPORT SERVICE APPORTIONMENTS</i>				
		901,070	901,070	901,070
<i>CORPORATE BUILDINGS APPORTIONMENTS</i>				
		157,276	156,598	161,149
		7,054,716	7,166,813	8,385,075

Emergency Planning

The Emergency Planning Team supports the Council in assessing risks and developing and maintaining plans to ensure the control and mitigation of the impact of an emergency. The team delivers a programme of training and exercising for our staff and partner agencies. There is close liaison with neighbouring local authorities, emergency services, utilities, voluntary and other appropriate organisations, to share information and ensure a coordinated and integrated response to emergency incidents.

The Community Safety Group

Two teams work in partnership with other agencies, particularly through the Safer Caerphilly and Community Safety Partnership, to reduce crime, disorder and fear of crime in the county borough. They are responsible for ensuring the Authority carries out its responsibilities under Section 17 of the Crime & Disorder Act as well as running the CCTV schemes monitoring town centres and car parks throughout the area. In addition, the Community safety Warden service, which provides a high visibility presence on the streets are managed within the group.

Catering Services

Catering employs over 800 staff to operate catering facilities and provide meals to all the Council's primary schools, including the provision of breakfast clubs, 7 of the Council's comprehensive schools, a meals on wheels service for vulnerable people operated from the catering facility at Tir Y Berth, catering at 2 sheltered housing facilities and also 2 staff restaurants at Ty Penallta and Ty Pontllanfraith. As part of the catering service to schools, Catering is implementing and monitoring the Welsh Government's Appetite for Life Agenda to ensure well balanced healthy food menus and options are made available to school children.

COMMUNITY AND LEISURE SERVICES

The Community and Leisure Services Division provides a wide range of front line services across the County Borough. These services are broad and encompass a range of strategic and operational activities. The services are provided by five service groups as follows:

Waste Strategy & Operations

Waste Treatment & Disposal

- Formulation and delivery of waste strategy
- Final treatment and disposal of residual municipal waste
- Treatment of collected recyclables and compostables
- Provision and operation of waste transfer and civic amenity facilities
- Partnership working across the public and private sector on long term contractual arrangements

Waste Collection

- Collection of all municipal residual wastes
- Collection of recyclables and compostables
- Commercial waste collection
- Collection of bulky household goods

Street & Environmental Cleansing

- Scheduled cleansing of highways and other relevant land
- Removal of fly tipping
- Management of the WG "Tidy Towns" scheme and other partnership schemes

Park & Outdoor Facilities

Park & Grounds Maintenance

- Provision and maintenance of municipal parks
- Provision and maintenance of open green spaces
- Horticulture and arboriculture
- Maintenance of roundabouts and highway verges

Outdoor Facilities & Play

- Provision and maintenance of outdoor sports facilities
- Provision and maintenance of playgrounds

Bereavement Services

- Burials strategy and administration
- Provision, operation and maintenance of municipal cemeteries

Building Cleaning

- Cleaning of public buildings and schools.
- Emergency response cleaning service.
- Housing void cleaning.
- Window cleaning.
- Testing of electrical portable appliances.

COMMUNITY AND LEISURE SERVICES continued**Fleet Management & Maintenance**

- Fleet Management strategy.
- Monitoring of compliance with Road Transport Law.
- Provision and administration of fuel system.
- Maintenance of Council fleet.
- MOT and taxi inspections.

Leisure Services

- Operation of 12 Leisure Centres including 9 Joint Use sites with Authority schools.
- Promotion of Sport Development in partnership with Sports Council for Wales and Welsh Government.
- Outdoor Education at Ynys Hywel.

DIRECTORATE OF THE ENVIRONMENT	Page No	Estimate 2012/2013	Revised Estimate 2012/2013	Estimate 2013/2014
<u>COMMUNITY & LEISURE SERVICES</u>				
WASTE MANAGEMENT				
<i>Residual Waste</i>		4,359,623	4,359,623	4,286,669
<i>Organics recycling</i>		1,797,708	1,797,708	2,069,739
<i>Civic Amenity Sites</i>		2,308,857	2,318,857	2,494,461
<i>Waste Transfer Station</i>		145,618	145,618	141,119
<i>Dry Recycling</i>		2,944,802	2,944,802	2,568,328
<i>Bulky Waste</i>		43,190	43,190	126,448
<i>Commercial Waste</i>		(117,668)	(117,668)	(32,446)
<i>Other Waste</i>		78,310	78,310	78,836
<i>Treher</i>		214,299	214,299	187,182
<i>Sustainable Waste Management Grant</i>		(3,655,567)	(3,655,567)	(3,552,857)
<i>HQ Staff</i>		1,469,466	1,505,019	1,535,543
CLEANSING				
<i>Public Conveniences</i>		135,901	135,901	118,931
<i>Street Cleansing</i>		4,021,917	4,041,917	4,072,711
GROUND MAINTENANCE AND PARKS				
<i>Cemeteries</i>		244,993	244,993	250,444
<i>Allotments</i>		36,202	44,202	36,745
<i>Parks and Playing Fields</i>		1,802,512	1,879,323	1,837,529
<i>Playgrounds</i>		273,087	273,087	272,633
<i>Outdoor facilities</i>		601,712	601,712	602,249
<i>Housing Ground Maintenance</i>		238,388	238,388	241,965
<i>Community Assets Funding</i>		0	109,000	0
<i>HQ Staffing</i>		1,097,815	1,097,815	1,149,856
LEISURE SERVICES				
<i>Leisure Centres</i>		0	3,478,419	2,788,524
<i>Sports & Health Development</i>		0	177,825	202,272
<i>Outdoor Education</i>		0	190,768	192,356
Total net expenditure Community & Leisure Services	39	18,041,165	22,147,541	21,669,237
CENTRAL SUPPORT SERVICE APPORTIONMENTS		774,640	774,640	995,541
CORPORATE BUILDINGS APPORTIONMENTS		51,717	51,717	56,518
		18,867,522	22,973,898	22,721,296

CAERPHILLY COUNTY BOROUGH COUNCIL
COUNCIL FUND REVENUE ESTIMATES 2013/2014
CORPORATE SERVICES DIRECTORATE

<i>CORPORATE SERVICES DIRECTORATE</i>	Page No	Estimate 2012/2013	Revised Estimate 2012/2013	Estimate 2013/2014
<u>SUMMARY</u>				
<i>CORPORATE SERVICES</i>	60	23,226,394	23,818,361	25,565,433
<i>MISCELLANEOUS FINANCE</i>	61	43,256,293	42,276,504	55,600,680
		66,482,687	66,094,865	81,166,113
<i>CENTRAL SUPPORT SERVICES APPORTIONMENTS</i>		(10,201,959)	(10,171,289)	(10,157,402)
<i>EXPENDITURE TO COUNCIL FUND SUMMARY</i>	14	56,280,728	55,923,576	71,008,711
<i>USE OF BALANCES AND EARMARKED RESERVES</i>				
<i>COUNCIL FUND</i>		0	0	0
<i>USE OF BALANCES TO COUNCIL FUND SUMMARY</i>		0	0	0
<i>USE OF EARMARKED RESERVES</i>				
<i>CORPORATE SERVICES</i>	14	0	397,500	0
<i>USE OF EARMARKED RESERVES TO COUNCIL FUND SUMMARY</i>		0	397,500	0
		56,280,728	56,321,076	71,008,711

CORPORATE SERVICES

Financial Services And Internal Audit Services

Description of Service

Finance services can be broken down into 2 quite distinct components. Firstly, there are front line services delivered directly to the public, which involve revenue collection and benefits administration. Secondly there are a wide range of support services provided to all Directorates of the Council which underpin all Council activities:

- Financial information and advice
- The management of all funds, investments and the raising of loans
- Insurance and risk management initiatives
- Payroll and creditor payments

The front line services involve the collection of Council Tax, Non Domestic Rates and Sundry Debts. Whilst delivering a customer focused service the main purpose within revenues is the maximisation of monies collected. This is of enormous importance to the well-being of the Council as the sums involved exceed £138m per annum.

Housing and Council Tax benefit is available to the unemployed and people on low income. With in excess of 29,000 claimants the service provided is instrumental in alleviating poverty and hardship to almost 1/3 of all households within the County Borough.

Internal Audit is directly responsible to the Head of Corporate Finance for carrying out the statutory responsibility imposed on all local authorities to maintain an adequate and effective system of internal audit of the accounting records and control systems (Accounts and Audit Regulations 1996). In addition, it seeks to be involved throughout the organisation in the formulation and review of policies and procedures and to independently express an opinion together with any recommendations for improvement.

Procurement Services

Service Objectives

To provide a skilled and professional contribution to supply chain management in Caerphilly, by contracting for goods and services to meet changing customer needs, whilst maintaining efficiency, effectiveness and value for money.

Description of Service

Procurement Services provide a complete procurement solution to customers consisting of a range of discrete areas of activity:

- Contract arrangements
- "Irregular Demand" purchasing
- Catalogue Distribution Service
- Disposal of surplus equipment and materials
- Procurement consultancy, advice and guidance in the form of a corporate procurement strategy and procurement manual
- Payment of invoices
- E-Procurement, which includes purchasing cards
- Procurement process mapping and business process re-engineering
- Supply chain management, which includes SME development

Legal and Governance

Description of Service

Legal Services and Monitoring Officer/Corporate Solicitor

Legal Services provides a comprehensive legal service to other parts of the Council through two divisions:

- **Litigation and Welfare**
Legal advice and representation relating to civil and criminal cases - claims against, and by the Council, prosecutions in the Magistrates and Crown Court, Employment Tribunals, the clerking of internal hearings and appeals.
- **Planning, Land, Highways & Housing**
All matters relating to the buying, selling and leasing of land including industrial/commercial premises, the sale of Council houses under Right to Buy, contracts and agreements on behalf of the Authority, highways acquisitions, traffic and footpath orders.

The Head of Legal Services is also the Council's Deputy Monitoring officer, ensuring that the Council acts lawfully and in a way that will avoid maladministration.

POLICY UNIT

The role of the Policy Unit is to provide policy, research, equalities and funding support for the local authority and wider partnerships. It works at local, regional and national levels. The Unit facilitates the work around Caerphilly Community strategy, Caerphilly Local Service Board and activities around the Voluntary Sector Compact Agreement.

The Unit provides support or advice on policy matters in a national and local context to senior members.

ELECTORAL SERVICES

The Service is directly responsible to the Electoral Registration Officer for Registration purposes and the Returning Officer for Elections under statutory provisions. Both functions are the responsibility of the Chief Executive Officer as Proper Officer appointed by this Council. The unit undertakes the management and administration of all elections, European, Parliamentary, National Assembly, County Borough and Community Councils together with any Referenda. As part of its remit the unit liaises with all bodies on Electoral matters including Welsh Assembly Government, Electoral Commission, Boundary Commission and Local Government Commission for Electoral Arrangements (Wales). The mainstay of the unit lies in the production and maintenance of an accurate Register of Electors for Parliamentary and Local elections, maintaining lists of Absent Voters and Overseas electors and Boundary reviews. Maintaining the Electoral Register is now an ongoing exercise by way of annual canvass (August/November) and Rolling Registration (monthly updates) throughout the year.

DEMOCRATIC SERVICES

Democratic Services contains two teams, namely Committee Services and Scrutiny and Members Services. Their role is twofold:

1. To manage the Council's decision making, statutory and consultative committees.
2. To support all elected members of the Council to undertake their varied Council and constituency roles.

Democratic Services can be broken down as follows:

Management of Council Committees – Committee Services plans all the Council's decision-making, statutory and consultative committees as well as meeting of full council. The support provided includes the planning of timetable, preparation of agendas and recording of minutes. In addition, advice is provided to members, officers and the public in accordance with the Council's constitution.

Cabinet Office Support – support is provided for the Leader and cabinet to include secretarial duties, diary management and co-ordination of advice for cabinet members attending meetings.

Civic Office Support – support is provided for the Mayor and Deputy Mayor to include the planning of future civic events, secretarial duties, diary management and chauffeur services.

Scrutiny Support – providing scrutiny committees with a research resource for undertaking task and finish review groups. Task and finish groups are an opportunity for committees to examine an issue in depth and produce a report with recommendations. The Scrutiny Research Office provides full secretariat support for these reviews. In addition support is provided in ensuring committees forward work programming and the co-ordination of the development of the scrutiny function through co-ordinating the Scrutiny Management Panel, which is made up of the chairs and vice chairs of scrutiny committees.

Members Support and Development – advice and guidance is offered to all members of the council. Typical help includes advice on members' allowances and travel and subsistence, secretarial support, provision of home IT equipment and stationery. Importantly, the Council was the first in Wales to be awarded the WLGA's Charter for Member Support and Development and manages a training and development programme for councillors in accordance with members changing skills and knowledge needs.

Engagement – the team plays a key role in supporting the Council's Youth Champion and wider engagement agenda for young people.

Information and Citizens Engagement

Description of Service

IT Services

The division provides a complete range of services covering strategic direction and advice on hardware, software, consultancy and training to all Directorates within the Authority. The aim is to provide flexible ICT solutions enabling the Authority to meet its business needs in a cost effective manner and enabling service improvements through the best use of technology.

Central Services

Central Services are at the centre of the Information management agenda and lead on Freedom of Information and Data Protection and Records Management.

Central Services provides mail, records and administrative support services to many different clients within the council and provides information services to the public and council departments

Communications

The service provides a wide range of disciplines and professional skills which enable services and the corporate body of the authority to communicate to the public, other organisations and its' employees. Services include:- Advertising, Communications Development, Corporate Identity Management, Corporate Information Services, Corporate Marketing and Sponsorship, Cultural Development – Twinning, Design - Graphic and Multi-Media, Events Management, External Communications, Internal Communications, Media Relations, New Media incl. Website/Intranet Management. The print service provides a full range of printing and reprographics from full colour leaflets, posters, brochures, office stationery, short run digital colour printing and high volume photocopying.

Personnel Services

Service Objectives

To recruit, develop and retain skilled and motivated people through effective and efficient people management and development, which will enable the Council to deliver high quality services and achieve its corporate and service aims and objectives.

To strive to create a workforce that is -

- Committed to the Council's aims and values
- Customer focused and responsive
- Efficient, effective and competitive
- Skilled, well trained knowledgeable and flexible
- Striving for continuous improvement

Core Areas

The following nine core areas form the basis of the Council's People Management Strategy.

- Resourcing
- Performance Management
- People and Organisation Development
- Pay and Conditions
- Equality and Diversity
- Employee Relations & Involvement
- Occupational Health & Safety
- Work Life Balance
- Management Information & Systems

BUILDING CONSULTANCY DIVISION**Service Objectives**

The Building Consultancy Division, which is part of the Directorate of the Environment, provides multi-disciplinary professional support to assist other services.

The key service objectives of the Division are:-

- To provide high quality competitively priced professional services to other council directorates and external bodies.
- Provide professional advice and support to assist the Council to achieve its corporate aims and objectives.
- Ensuring that the Council's property assets are managed efficiently and effectively.

Description of Service

The main professional activities undertaken by the Building Consultancy Division are:

- Budget and programme setting and monitoring.
- Feasibility studies and appraisal.
- Project management.
- Defining and setting the technical standards.
- Procurement of Building Services.
- Condition and structural surveys.
- Managing repair, maintenance and refurbishment contracts on buildings.
- Building Surveying Services
- DDA Surveyors & Commissioners.
- CDM Co coordinators
- ECOHOME & BREEAM Assessors
- Maintenance planning.
- Preparation of schedules of dilapidation.
- Property - related health and safety advice.
- Architectural design.
- Quantity surveying.
- Mechanical and electrical design

Performance Measures

- The Division's services to other Directorates are subject to agreement, monitoring and review through Service Level Agreements. The Division has to cover 100% of its operational costs through fee income from internal and external clients.
- Service Receivers general views on the quality and cost of services are obtained through regular surveys and the responses are used to establish performance targets.

- Specific service delivery targets and a number of performance indicators are included in the Division's Performance Plan.

PRIVATE SECTOR HOUSING – Including Strategy, Home Improvement Grants, adaptations for Disabled Persons, Housing Agency, Housing Standards, Group Repair/Renewal Areas, Slum Clearance, Empty Homes

Service Objectives

- To reduce the level of unhealthy housing by the way of statutory action, Home Improvement grant assistance and group/block repair.
- To improve, adapt or repair the properties of low-income households through the use of Minor Works grants.
- To provide Disabled Facilities Grants and develop effective adaptation services for disabled residents.
- To maintain and advance area renewal initiatives throughout the County Borough.
- To improve the condition and management of Houses in Multiple Occupation.
- To facilitate the creation of new units of both private rented and owner occupied accommodation through conversion grants.
- To implement an effective empty homes strategy.
- To continue to develop and offer a comprehensive home improvement Agency service to all grant applicants.

Description of Service

The Council's aim is to improve the quality of the housing stock, the environment and lives of our present and future residents. The inextricable link between poor health and poor housing is well known. This core housing activity is based on the concept of health protection and promotion through regulation and assistance. The service discharges the Authority's statutory obligation in enforcing minimum standards within private sector housing, including those such as fire safety in relation to houses in multiple occupation. The service is also responsible for the administration of the renovation and disabled facilities grant functions and also implements Area Renewal Programmes aimed at regenerating local communities. The service will this year control capital budgets of around £5million.

In addition, the Division incorporates the Home Improvement Agency, which provides professional, technical and administrative assistance to the public to assist them in the repair and improvement of their homes. The Service offers friendly advice whilst undertaking works supervision, contract and financial management, use of approved contractors, all of which ensure value for money and a quality product.

Performance Measures

- The percentage of high risk private sector dwellings improved to an acceptable level.
- The percentage of long-term empty homes brought back into beneficial use.
- The time taken to deliver a Disabled Facilities Grant.
- The time taken to deliver a major adaptation for a Council tenant.
- The average time taken to deliver low cost adaptation works in private dwellings where the Disabled Facilities Grant process is not used.
- The number of known HMO's that have a full licence, a conditional licence, or are subject to enforcement activity.
- The percentage of customers satisfied with the conduct of the builder.
- The percentage of customers satisfied with the time taken to complete the scheme
- The percentage of grants administered by the Home Improvement Agency as measured against target.

PERFORMANCE MANAGEMENT

The Performance Management Unit (PMU) is a small team that supports, monitors and challenges services throughout the Authority to demonstrate continuous improvement as required by the Local Government Act 1999. This includes ensuring the organisation has robust business planning and relevant performance measures to tell a story of good or poor performance to bring accountability for that performance. The PMU produce the Council's yearly Improvement Plan to demonstrate performance to the public. In addition to quality assurance of management information, the PMU work with statutory bodies such as the Wales Audit Office to identify risks, support inspections and ensure the Authority meets its statutory obligations under the Wales Programme for Improvement (April 2006). The service gives training on performance management topics to the Authority and works with elected members to help them understand performance issues. The service also develops and maintains the performance information measurement system (PIMs) to enable better scrutiny and accountability of how the Authority performs for both members and officers.

Miscellaneous Finance

There are a number of very significant budget headings, which are of a corporate nature and are managed by Corporate Finance.

<i>CORPORATE SERVICES DIRECTORATE</i>	Page No	Estimate 2012/2013	Revised Estimate 2012/2013	Estimate 2013/2014
<u>SUMMARY</u>				
CHIEF EXECUTIVE AND SECRETARIAT		225,765	248,270	240,675
DEPUTY CHIEF EXECUTIVE		166,508	177,060	183,616
CORPORATE FINANCE				
Financial services		2,002,954	2,029,517	2,259,033
Procurement		529,032	533,976	485,207
		2,531,986	2,563,493	2,744,240
LEGAL & GOVERNANCE				
Legal		808,313	823,370	905,072
Democratic Services		1,963,507	1,961,888	1,912,420
Electoral Services		294,425	294,425	300,175
Policy		650,759	653,080	661,892
		3,717,004	3,732,763	3,779,559
HOUSING SERVICES				
General Fund Housing		730,319	730,319	742,962
Private Housing		637,924	637,924	641,516
Building Maintenance		(129,145)	(129,144)	1,724
		1,239,098	1,239,099	1,386,202
INFORMATION AND CITIZENS ENGAGEMENT				
IT Services		5,041,217	5,062,477	5,268,879
Central Services		467,171	467,171	483,049
Communications Unit		323,894	372,290	332,551
Customer First		1,495,033	1,505,705	1,701,083
		7,327,315	7,407,643	7,785,562
PERFORMANCE & PROPERTY				
Performance Management Unit		346,358	362,117	361,419
Corporate Property Services		812,750	812,750	790,856
Corporate Premises		3,012,824	3,012,824	2,956,884
Asset Management Facilities		1,092,203	1,481,379	1,956,999
Building Consultancy		(21,133)	(21,133)	(25,419)
		5,243,002	5,647,937	6,040,739
HUMAN RESOURCES				
Human Resources		1,208,897	1,224,680	1,202,184
Employee Services		930,609	941,231	1,013,447
Trade Union Facilities		26,708	26,708	26,543
		2,166,214	2,192,619	2,242,174
HEALTH & SAFETY		609,502	609,477	1,162,666
TOTAL CORPORATE SERVICES	53	23,226,394	23,818,361	25,565,433

<i>CORPORATE SERVICES DIRECTORATE</i>	Page No	Estimate 2012/2013	Revised Estimate 2012/2013	Estimate 2013/2014
MISCELLANEOUS FINANCE				
Staff Related Costs				
Pension Contribution - Former Authorities Ongoing		1,232,244	1,232,244	1,232,244
Recharge to Education - Former Authorities		(191,333)	(191,333)	(191,333)
Adjustment for Superannuation Costs		290,396	290,396	99,300
		1,331,307	1,331,307	1,140,211
Catering				
Subsidy School Meals Service		221,286	221,286	224,605
		221,286	221,286	224,605
Statutory Benefit Schemes				
Council Tax Benefits		13,814,237	13,814,237	13,656,995
General Rent Allowances		29,647,677	29,647,677	29,611,995
Rent Rebates		29,245,469	29,245,469	28,674,820
Rent Allowance War Widow Concessions		45,000	45,000	45,000
Housing Benefit Subsidy		(72,707,383)	(72,707,383)	(58,286,815)
		45,000	45,000	13,701,995
Levies Upon the Council				
Coroner		155,921	155,921	156,496
Archives		209,562	209,562	212,424
Fire Service Authority		8,370,163	8,370,163	8,443,496
		8,735,646	8,735,646	8,812,416
Capital Financing				
Debt Charges		16,720,248	16,834,248	17,456,670
Investment Income net of Recharges		316,117	316,117	323,146
Welsh Housing Quality Standard		0	0	1,212,000
CERA (Capital Expenditure funded from Revenue Account)		4,015,667	4,015,667	1,464,000
		21,052,032	21,166,032	20,455,816
Corporate and Democratic Core Costs				
Bank Charges		132,696	132,696	134,687
Income from HRA		(11,147)	(11,147)	(11,315)
Income from DLO/DSO		(20,701)	(20,701)	(21,012)
External Audit Fees		446,706	446,706	453,406
Income from HRA		(34,130)	(34,130)	(34,641)
Income from DLO/DSO		(63,384)	(63,384)	(64,334)
Subscriptions		130,051	130,051	132,002
		580,091	580,091	588,793

CORPORATE SERVICES DIRECTORATE	Page No	Estimate 2012/2013	Revised Estimate 2012/2013	Estimate 2013/2014
Grants to Voluntary sector				
Assistance to Voluntary sector		247,732	247,732	251,448
		247,732	247,732	251,448
Other Grant funding				
Deprivation Grant		400,000	0	400,000
		400,000	0	400,000
Private Finance Initiative				
PFI Schools		2,872,985	2,872,985	2,790,195
PFI SEW		4,636,689	4,636,689	4,517,955
		7,509,674	7,509,674	7,308,150
Other				
Miscellaneous Items		73,705	73,705	137,941
Additional Pupil Demographic savings		177,908	177,908	104,908
Budget Pressures		0	0	100,000
Unapplied Growth (Landfill 2013-14)		326,432	276,432	267,657
NNDR - Authority Empty Properties		385,952	385,952	391,741
Corporate Health & Safety		477,485	477,485	0
Apprentice/Trainee Costs		485,000	141,211	489,850
E-Government		27,671	27,671	28,086
Counsel Fees		421,842	421,842	428,170
Careline		81,608	81,608	82,832
Advertising		75,922	75,922	77,061
Carbon Management Scheme		200,000	0	203,000
Carbon Energy Tax		400,000	300,000	406,000
		3,133,525	2,439,736	2,717,246
TOTAL MISCELLANEOUS FINANCE		43,256,293	42,276,504	55,600,680
EXPENDITURE TO DIRECTORATE SUMMARY	53	66,482,687	66,094,865	81,166,113
CENTRAL SUPPORT SERVICES APPORTIONMENTS/RECHARGES		(10,201,959)	(10,171,289)	(10,157,402)
	53	56,280,728	55,923,576	71,008,711

CAERPHILLY COUNTY BOROUGH COUNCIL
COUNCIL FUND REVENUE ESTIMATES 2013/2014
HOUSING REVENUE ACCOUNT

HOUSING REVENUE ACCOUNT

Service objectives

The Public Housing Service is responsible for discharging the Council's statutory function in relation to the Council's housing stock in the County Borough. On 31st March 2013 the Public Housing Service is responsible for the management and maintenance of 10,912 Council owned properties located throughout 92 different communities in the County Borough. Public Housing Services are provided on a decentralised basis from six local Housing Offices with a central Headquarters including rent collection services at Ty Pontllanfraith and a Housing Advice and Allocations Centre in Gilfach.

The primary strategic housing aim of the Council is to seek to ensure that good quality housing of appropriate tenure is available to residents of the County Borough in order to meet not only their current needs and aspirations but also their changing needs, particularly as a result of age or disability.

The Council will seek to fulfil this aim through ten key housing objectives, identified in the Local Housing Strategy.

- To manage the Caerphilly housing stock so that an effective contribution is made to the reduction of crime and anti-social behaviour on Council and other estates. To ensure all sections of the community feel safe in their homes and their neighbourhood.
- To ensure the provision of good standard housing for the area with the appropriate choice in respect of size, tenure and affordability in order to meet individual current and future housing needs. To ensure that sufficient housing options exist to reduce homelessness and rooflessness.
- To achieve efficient, effective and fair management of the social rented housing stock.
- To achieve the best possible quality of housing across all tenures and to maximise available resources to bring about the necessary repairs and improvement.
- To work and consult with housing consumers and customers in the delivery of the service and to engage tenants in the preparation of housing strategy and policy, and the development of best operational practice.
- To ensure that housing fulfils its appropriate role in supporting area based regeneration of communities, settlements and estates, and contributes to sustaining existing communities in a way that reflects the wishes of local residents.
- To improve the health and wellbeing of communities and tackling inequalities in health. To achieve the highest level of energy efficiency in all housing stock, and to reduce fuel poverty across poor communities.
- To assist residents to achieve maximum independence in their homes, and in their communities, and to enable residents to maximise access to the necessary appropriate support mechanisms for individuals, families and carers.
- To prepare housing strategies in full consultation, and in partnership, with appropriate internal and external agencies, and to harness the capacity of all relevant local organisations.
- To contribute to the maintenance and improvements of the natural and built environment.

Description of Service

The management and maintenance of the Council's housing stock, administration of the housing registers, general estate management and forward strategic planning of the housing function.

<i>HOUSING</i>	Page No	Estimate 2012/2013	Revised Estimate 2012/2013	Estimate 2013/2014
<u>HOUSING REVENUE ACCOUNT</u>				
<u>SUMMARY</u>				
<i>GENERAL MANAGEMENT</i>	67	449,674	449,674	1,029,537
<i>CAPITAL FINANCING</i>	67	3,203,750	3,203,750	2,895,248
<i>CENTRAL RECHARGES</i>	67	2,275,320	2,275,320	1,778,329
<i>STRATEGY AND PERFORMANCE</i>	67	550,754	550,754	775,042
<i>PUBLIC SECTOR HOUSING</i>	67	5,586,316	5,586,316	5,359,981
<i>SUPPORTED HOUSING</i>	67	122,660	122,660	5,975
<i>BUILDING MAINTENANCE SERVICES</i>	69	23,363,572	23,363,572	25,437,320
GROSS EXPENDITURE		35,552,046	35,552,046	37,281,432
INCOME	71	(35,552,046)	(35,552,046)	(37,281,432)
(SURPLUS)/DEFICIT CONTRIBUTION (TO)/FROM WORKING BALANCES	14	0	0	0

General Management

The salary costs of the Chief Housing Officer, Secretary, Finance staff and centralised budgets are held here.

Capital Financing Costs

This relates to the loans raised to fund development, repair and refurbishments and is the cost of the principal and interest loan repayments including debt management costs.

Central Recharges

These are the recharges from other departments of the Council to the Housing Revenue Account in respect of the support services provided to Housing.

- Legal Services – Legal Support, Statutory Notices, Right to Buy, Conveyancing
- Accountancy – Capital Fund Management, Ledger Support, Audit and Insurance Services
- IT – Local Support, PC and Network Maintenance, Systems Development, Telecommunications
- Policy Unit – Corporate Strategy
- Central Services – Printing, Courier, Reception etc
- Property Services – Valuations, Land Transaction Negotiation, Terrier, Shops Management
- Personnel – Recruitment, Industrial Relations, Restructures, Flexi Administration
- Health and Safety – Statutory
- Procurement – Various
- Recharge from General Fund Housing for Grounds Maintenance
- Others

HOUSING	Page No	Estimate 2012/2013	Revised Estimate 2012/2013	Estimate 2013/2014
<u>HOUSING REVENUE ACCOUNT</u>				
GENERAL MANAGEMENT	65	449,674	449,674	1,029,537
CAPITAL FINANCING COSTS				
Interest Charge		2,243,900	2,243,900	2,022,034
Principal		944,775	944,775	916,043
Debt Management		15,075	15,075	14,852
Rescheduling Discount		0	0	(57,681)
EXPENDITURE TO HRA SUMMARY	65	3,203,750	3,203,750	2,895,248
CENTRAL RECHARGES				
Central Recharges		1,853,041	1,853,041	1,356,050
Grounds Maintenance recharge to HRA		422,279	422,279	422,279
EXPENDITURE TO HRA SUMMARY	65	2,275,320	2,275,320	1,778,329
STRATEGY AND PERFORMANCE				
		259,588	259,588	72,490
PERFORMANCE DEVELOPMENT				
		291,166	291,166	508,576
COMMUNICATIONS AND ENGAGEMENT				
		0	0	76,275
TRANSFORMING LIVES AND COMMUNITIES				
		0	0	117,701
EXPENDITURE TO HRA SUMMARY	65	550,754	550,754	775,042
PUBLIC SECTOR HOUSING				
Landlord General		284,207	284,207	213,140
Sheltered Accommodation		2,099,250	2,099,250	1,816,604
Holly Road Community Support		47,350	47,350	500
Lower Rhymney AHO		375,333	375,333	355,688
Eastern Valley AHO		534,564	534,564	538,588
Upper Rhymney AHO		636,614	636,614	681,428
Gilfach AHO		185,206	185,206	11,656
Lansbury Park AHO		184,703	184,703	217,092
Graig Y Rhacca AHO		195,295	195,295	215,238
Allocations		0	0	58,488
Tenants & Communities Involvement		400,516	400,516	389,692
Leaseholders Management		17,906	17,906	37,424
Tenancy Enforcement		228,920	228,920	271,873
Rents		475,656	475,656	638,201
Community Wardens		(79,204)	(79,204)	(85,631)
EXPENDITURE TO HRA SUMMARY	65	5,586,316	5,586,316	5,359,981
SUPPORTED HOUSING				
Ty Croeso Hostel		122,660	122,660	5,975
EXPENDITURE TO HRA SUMMARY	65	122,660	122,660	5,975

Strategy & Performance

The Strategy & Performance Section includes IT and Performance Measurement, Communications & Engagement and Transforming Lives & Communities (TLC). Tenant and staff communication is a key area, especially as part of the drive to deliver WHQS. There is also a commitment to work in partnerships with key organisations to help regenerate communities and neighbourhoods and the TLC budget will help to deliver this.

Public Sector Housing (Landlord Services)

Landlord Services is responsible for the day-to-day general management of the Housing stock. The service is provided on a decentralised basis from three Area Housing Offices and three Neighbourhood Housing Offices and includes the following functions:

- Housing Waiting Lists and Administration
- Housing Options
- Lettings
- Sheltered Housing
- Tenancy Management
- Estate Management
- Garage Management
- Empty Property Management
- Repairs Reporting
- Rent Collection/Arrears Recovery/Income Maximisation
- Leaseholder Services
- Complaints
- Tenant Participation & Community Involvement
- Tenancy Enforcement/Anti Social Behaviour

Public Sector Housing has a range of operational performance standards, which draw upon a variety of national good practice guidelines. These standards are included in the annual Service Improvement Plan for housing which sets objectives and monitors performance against targets.

Landlord Services staff participate in developing Corporate issues where Housing has a role to play. These include Community Safety, Tackling Anti-Social Behaviour, Social Care Planning and Community Planning.

HOUSING	Page No	Estimate 2012/2013	Revised Estimate 2012/2013	Estimate 2013/2014
<u>HOUSING REVENUE ACCOUNT</u>				
<u>RESPONSE REPAIRS AND MAINTENANCE</u>				
EMPLOYEE EXPENSES NET OF RECHARGES		1,655,549	1,655,549	1,147,246
<u>REPAIRS AND MAINTENANCE ON HOUSING STOCK</u>				
Revenue Contribution to Capital		4,500,000	4,500,000	11,508,080
Responsive Repairs (priorities 1, 2 & 3)		4,243,923	4,243,923	7,023,444
Group/Planned Repairs (priorities 5 & 8)		3,000,000	3,000,000	0
Void Repairs (priority 6)		2,790,000	2,790,000	0
Revenue Projects		1,148,000	1,148,000	3,279,000
Planned Cyclical		2,400,000	2,400,000	2,330,000
Planned Programme		3,497,000	3,497,000	0
		21,578,923	21,578,923	24,140,524
<u>TRANSPORT RELATED</u>				
		67,100	67,100	22,050
<u>SUPPLIES AND SERVICES</u>				
		62,000	62,000	127,500
<u>EXPENDITURE TO HRA SUMMARY</u>				
	65	23,363,572	23,363,572	25,437,320

BUILDING MAINTENANCE SERVICES

With effect from 1st April 2013, the former in-house provider of repairs and maintenance (Building Maintenance DLO) ceased as a trading account and was merged with Housing Services to provide dedicated repairs and WHQS services.

This service has been structured into two main areas, namely Housing Repairs Operations covering the response maintenance service and the WHQS Delivery Team who are responsible for the Housing capital Programme and the delivery of the WHQS project

The Repair and Maintenance functions are delivered from the Council depot at Tir-y-Berth.

Response Maintenance – this service is delivered in response to repair requests being reported by customers/clients.

The WHQS function has been established with a dedicated delivery team who are located at Cherry Tree House, Oakdale.

HOUSING	Page No	Estimate 2012/2013	Revised Estimate 2012/2013	Estimate 2013/2014
<u>HOUSING REVENUE ACCOUNT</u>				
INCOME				
<i>Rents - Dwelling</i>				
Gross Rent - Dwellings		(35,713,846)	(35,713,846)	(37,187,679)
Gross Rent - Sheltered		(3,614,876)	(3,614,876)	(3,695,549)
Gross Rent - Hostel		(107,544)	(107,544)	0
Voids		450,000	450,000	441,000
Voids - Hostel		30,112	30,112	0
Net Rent		(38,956,154)	(38,956,154)	(40,442,228)
<i>Rents - Other</i>				
Garages		(445,939)	(445,939)	(455,938)
Garage Voids		129,322	129,322	145,900
Shop Rental		(57,705)	(57,705)	(61,322)
		(374,322)	(374,322)	(371,360)
<i>Service Charges</i>				
Sheltered - Services Charges		(1,139,359)	(1,139,359)	(1,129,029)
Sheltered - Heating & Lighting		(309,278)	(309,278)	(348,432)
Catering recharge - Sheltered Accommodation		(61,375)	(61,375)	(52,605)
Non Scheduled Water Rates		(85,338)	(85,338)	(86,267)
Welsh Water Commission		(711,634)	(711,634)	(746,220)
Leaseholder Service Charges		(10,434)	(10,434)	(10,434)
		(2,317,418)	(2,317,418)	(2,372,987)
<i>Government Subsidies</i>				
Housing Subsidy		6,135,848	6,135,848	5,959,138
		6,135,848	6,135,848	5,959,138
<i>Interest Receivable</i>				
Mortgage Interest		(3,000)	(3,000)	(3,000)
Investment Income		(7,000)	(7,000)	(7,000)
		(10,000)	(10,000)	(10,000)
<i>Miscellaneous</i>				
Ground Rent		(30,000)	(30,000)	(43,995)
		(30,000)	(30,000)	(43,995)
INCOME TO HRA SUMMARY	65	(35,552,046)	(35,552,046)	(37,281,432)

CAERPHILLY COUNTY BOROUGH COUNCIL

CAPITAL ESTIMATES 2013/2014

<i>CAPITAL EXPENDITURE</i>	Page No	Estimate 2012/2013 £000	Revised Estimate 2012/2013 £000	Estimate 2013/2014 £000
<u>SUMMARY</u>				
EDUCATION	74	5,800	9,100	5,850
LIFELONG LEARNING AND LEISURE	74	2,126	2,326	9,714
SOCIAL SERVICES	74	750	750	547
COUNTRYSIDE / TOURISM	75	323	400	285
ECONOMIC DEVELOPMENT	75	100	50	260
HIGHWAYS AND TRANSPORTATION	75	1,794	4,057	5,744
PUBLIC SERVICES	76	321	421	1,790
HOUSING (Private)	76	2,900	3,888	2,900
URBAN RENEWAL	76	706	2,576	1,330
CORPORATE SERVICES	76	250	250	250
VOLUNTARY SECTOR BUDGET	76	200	200	200
PUBLIC PROTECTION	76	0	0	600
ASSET MANAGEMENT (including DDA)	76	1,430	1,678	0
TOTAL GENERAL FUND		16,700	25,696	29,470
HOUSING (HRA)	77	19,070	19,070	15,553
TOTAL CAPITAL BUDGET	7	35,770	44,766	45,023

CAPITAL EXPENDITURE	Page No	Estimate 2012/2013	Revised Estimate 2012/2013	Estimate 2013/2014
		£000	£000	£000
<u>EDUCATION</u>				
Demographic/legislative Requirements		200	560	200
School Security		100	100	100
Demountable Replacements		150	150	0
Asset management - general		600	855	750
School Boiler Replacement Programme		450	588	500
Flying Start		0	475	0
Cwm Ifor Primary replacement school		0	2,047	0
Contribution 21st Century Schools		4,000	4,000	4,000
Health and Safety		300	325	300
EXPENDITURE TO SUMMARY	73	5,800	9,100	5,850
<u>LIFELONG LEARNING AND LEISURE</u>				
Relocate Community Education to Risca Palace		126	126	0
Leisure Centres - Heolddu		0	0	350
Leisure Centres - Newbridge		0	0	200
DDA		0	0	40
Community Centres		0	0	60
Fochriw Youth Centre Match Funding		0	0	126
Libraries Refurbishment		0	200	0
Caerphilly Library		0	0	4,200
Ystrad Mynach New Sports Facility		1,400	1,400	4,738
School Kitchen Refurbishment		600	600	0
EXPENDITURE TO SUMMARY	73	2,126	2,326	9,714
<u>SOCIAL SERVICES</u>				
Reprovision of Heol Aneurin Children's Home		260	260	275
Service Reprovision - Learning Disabilities		0	0	43
All Establishments		0	0	99
Markham Resource Centre		0	0	130
Condition Survey Works		490	490	0
EXPENDITURE TO SUMMARY	73	750	750	547

CAPITAL EXPENDITURE	Page No	Estimate 2012/2013	Revised Estimate 2012/2013	Estimate 2013/2014
		£000	£000	£000
<u>COUNTRYSIDE / TOURISM</u>				
Environmental Schemes Match Funding CICA 30%		230	230	0
Country Parks		0	0	67
Access Schemes		0	0	17
Land Management		0	0	159
Derelict Land		0	0	42
Match Funding New Signage - Tourism		33	33	0
Caerphilly Bus Park		0	50	0
Elliott Colliery Winding House		0	27	0
Improvements to Events Field - Caerphilly		60	60	0
EXPENDITURE TO SUMMARY	73	323	400	285
<u>ECONOMIC DEVELOPMENT</u>				
Match Funding (Cwmcarn, Rhymney, Oakdale Schemes)		100	0	0
GO2 Roll Out		0	30	35
Cycling Centre of Excellence		0	20	0
Cwmcarn Retail/Changing Facilities (Match Funding)		0	0	25
Blackwood Miners' Institute		0	0	200
EXPENDITURE TO SUMMARY	73	100	50	260
<u>HIGHWAYS AND TRANSPORTATION</u>				
Additional Car Parking Spaces - Oakdale, Bedwas, Trethomas		64	64	0
Bargoed By Pass		0	548	0
Sirhowy Enterprise Way		0	400	0
Ystrad Mynach Hospital Infrastructure		0	770	0
SRTS Blackwood		0	275	0
RTP Rhymney Valley		0	200	0
Local Road Safety Grant Schemes		0	70	0
Landslip Remediation - Fothergills Road, Phillipstown		300	300	0
Forward Programme Advanced Design		50	50	50
Bridge Strengthening		350	350	350
LGBI Highways Improvement		0	0	2,800
Bus station - replacement and refurbishment Caerphilly		100	100	0
Highway Improvement		250	250	500
Puffin Crossings - Ystrad Mynach		60	60	0
Culverts/ retaining walls - major works		550	550	550
Land Drainage/Flood Alleviation		70	70	70
Vehicle Restraint Systems		0	0	50
Monmouthshire & Brecon Canal		0	0	250
Risca Flood Alleviation - Match Funding		0	0	900
Corporate Land Drainage		0	0	224
EXPENDITURE TO SUMMARY	73	1,794	4,057	5,744

CAPITAL EXPENDITURE	Page No	Estimate 2012/2013	Revised Estimate 2012/2013	Estimate 2013/2014
		£000	£000	£000
<u>PUBLIC SERVICES</u>				
Rhymney Cemetery		40	40	260
Land Acquisition & Infrastructure - Bedwellty Cemetery		95	95	0
Bedwas Cemetery		0	0	70
Gelligaer Cemetery		0	0	260
Contribution to Bargoed Bowls Pavilion - new build		29	29	0
Caerphilly Basin Infrastructure Works		25	25	200
Ty Dyffryn - Pending Option Appraisal		0	100	1,000
Provision of Toilet Block - Ystrad Mynach Park & Ride (assist with Green Flag Award)		45	45	0
MUGA - Machen		87	87	0
EXPENDITURE TO SUMMARY	73	321	421	1,790
<u>HOUSING (Private)</u>				
Mandatory Disabled Facilities Grant		1,300	1,200	1,300
Home Improvement Grants		350	650	300
Renewal Areas		400	988	500
Minor Works Grant - Vulnerable Persons		800	1,000	800
Home Improvement Grants/Empty Homes/Loans		50	50	0
EXPENDITURE TO SUMMARY	73	2,900	3,888	2,900
<u>URBAN RENEWAL</u>				
Match Funding Bargoed and Newbridge		186	30	100
Bargoed RP Gap Funding		0	793	0
Bargoed Plateau Development		244	503	30
Bargoed Cinema		0	110	700
Bargoed Site B Development & MJJ Building		0	0	120
Bargoed - Former Woolworths Building		0	0	300
Bargoed Pocket Park Match Funding		46	92	30
Town Centre Action Plan/		130	948	0
Commercial Improvement Grants		50	50	50
Community Cohesion Projects (villages)		50	50	0
EXPENDITURE TO SUMMARY	73	706	2,576	1,330
<u>CORPORATE SERVICES</u>				
New and/ or enhanced schemes to Corporate IT infrastructure		250	250	250
EXPENDITURE TO SUMMARY	73	250	250	250
<u>VOLUNTARY SECTOR BUDGET</u>				
Voluntary Sector Grants		200	200	200
EXPENDITURE TO SUMMARY	73	200	200	200
<u>PUBLIC PROTECTION</u>				
Refurbishment of School Kitchens/Enhancement/Additional		0	0	600
EXPENDITURE TO SUMMARY	73	0	0	600
<u>ASSET MANAGEMENT (including DDA)</u>				
Enhancement and/or additional		1,430	1,678	0
EXPENDITURE TO SUMMARY	73	1,430	1,678	0

CAPITAL EXPENDITURE	Page No	Estimate 2012/2013	Revised Estimate 2012/2013	Estimate 2013/2014
		£000	£000	£000
<u>HOUSING (HRA)</u>				
PRC Improvement Programme		1,000	1,000	0
Adaptations		1,000	1,000	0
Electrical Installations		2,000	2,000	0
Energy Conservation Works		6,000	6,000	1,000
Central Heating Installations		3,000	3,000	0
Kitchen Renewals		2,070	2,070	0
Roof Renewal Programme		2,000	2,000	0
Refurbishment, Reinstatement and Enhancement Works to Large Scale Void Properties		500	500	500
Replacement of Single Glazed Windows		500	500	0
All Areas (Internal & External) - DLO Non Trad		0	0	1,438
All Areas (Internal & External) - Contractor Non Trad		0	0	1,279
WHQS - EV Internal - DLO		0	0	1,496
WHQS - LRV Internal - DLO		0	0	2,021
WHQS - URV Internal - DLO		0	0	3,627
Energy Efficiency Grant (Match Funding)		0	0	1,000
Garages		0	0	500
WHQS (Delivery Team)		0	0	1,692
Contingency		1,000	1,000	1,000
EXPENDITURE TO SUMMARY	73	19,070	19,070	15,553