

CAERPHILLY COUNTY BOROUGH COUNCIL
FINANCIAL PLAN 2014 - 2015



A greener place Man gwyrddach



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Council Tax Make Up 2014/2015

<i>Authority</i>	<i>Levy</i>	<i>Council Tax per D - Band Property</i>
	£'000	£
Caerphilly County Borough Council	56,343	954.78
Police & Crime Commissioner for Gwent	12,009	203.50
Community Councils	643	10.90
	<u>68,995</u>	<u>1,169.18</u>
Council Tax Base	<u>59,011.54</u>	

Council Tax 2014/2015

<i>Valuation Bands</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>	<i>I</i>
	£	£	£	£	£	£	£	£	£
Caerphilly County Borough Council	636.52	742.61	848.69	954.78	1,166.95	1,379.13	1,591.30	1,909.56	2,227.82
Police & Crime Commissioner for Gwent	135.67	158.28	180.89	203.50	248.72	293.94	339.17	407.00	474.83
Community Councils									
Aber Valley	9.90	11.55	13.20	14.85	18.15	21.45	24.75	29.70	34.65
Argoed	7.67	8.94	10.22	11.50	14.06	16.61	19.17	23.00	26.83
Bargoed	11.05	12.89	14.73	16.57	20.25	23.93	27.62	33.14	38.66
Bedwas, Trethomas & Machen	11.17	13.04	14.90	16.76	20.48	24.21	27.93	33.52	39.11
Blackwood	11.33	13.22	15.11	17.00	20.78	24.56	28.33	34.00	39.67
Caerphilly	8.67	10.11	11.56	13.00	15.89	18.78	21.67	26.00	30.33
Darren Valley	11.67	13.62	15.56	17.51	21.40	25.29	29.18	35.02	40.86
Draethen, Waterloo & Rudry	11.38	13.28	15.17	17.07	20.86	24.66	28.45	34.14	39.83
Gelligaer	9.15	10.68	12.20	13.73	16.78	19.83	22.88	27.46	32.04
Llanbradach & Pwllypant	12.73	14.85	16.97	19.09	23.33	27.57	31.82	38.18	44.54
Maesycwmmmer	14.81	17.28	19.75	22.22	27.16	32.10	37.03	44.44	51.85
Nelson	11.51	13.43	15.35	17.27	21.11	24.95	28.78	34.54	40.30
New Tredegar	8.43	9.84	11.24	12.65	15.46	18.27	21.08	25.30	29.52
Penyrheol, Trecenydd & Energlyn	8.43	9.83	11.24	12.64	15.45	18.26	21.07	25.28	29.49
Rhymney	9.22	10.76	12.29	13.83	16.90	19.98	23.05	27.66	32.27
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	8.35	9.74	11.13	12.52	15.30	18.08	20.87	25.04	29.21

Details of Community Council Precepts

	<i>Precept</i>	<i>2014/2015 Levy per D - Band Property in Area</i>	<i>Tax Base</i>
	£	£	
Aber Valley	29,500.00	14.85	1,986.86
Argoed	9,705.54	11.50	843.96
Bargoed	58,000.00	16.57	3,500.60
Bedwas, Trethomas & Machen	62,056.80	16.76	3,701.78
Blackwood	49,079.85	17.00	2,887.05
Caerphilly	77,725.57	13.00	5,978.89
Darren Valley	12,240.00	17.51	699.19
Draethen, Waterloo & Rudry	10,000.00	17.07	585.77
Gelligaer	84,388.15	13.73	6,146.26
Llanbradach & Pwllypant	27,578.08	19.09	1,444.71
Maesycwmmmer	17,000.00	22.22	764.99
Nelson	26,894.40	17.27	1,557.29
New Tredegar	16,923.00	12.65	1,337.52
Penyrheol, Treceenydd & Energlyn	55,630.54	12.64	4,401.15
Rhymney	35,000.00	13.83	2,530.91
Risca East	24,314.88	12.00	2,026.24
Risca West	26,575.65	15.00	1,771.71
Van	20,444.00	12.52	1,633.38
Areas without Community Councils	0.00		15,213.28
	<u>643,056.45</u>		<u>59,011.54</u>

<u>COUNCIL FUND</u>	<u>REVENUE</u>		
	Estimate 2013/2014 £	Revised Estimate 2013/2014 £	Estimate 2014/2015 £
STANDARD SPENDING ASSESSMENT	<u>331,408,307</u>	<u>331,408,307</u>	<u>333,581,042</u>
TOTAL SERVICE EXPENDITURE	337,465,758	337,465,758	332,032,507
<i>Less Use of Reserves</i>	<u>0</u>	<u>0</u>	<u>(1,200,000)</u>
NET REVENUE EXPENDITURE	337,465,758	337,465,758	330,832,507
Less Unhypothecated Grants			
<i>Outcome Agreement Grant</i>	(1,869,600)	(1,869,600)	(1,905,444)
Total Unhypothecated Grants	<u>(1,869,600)</u>	<u>(1,869,600)</u>	<u>(1,905,444)</u>
Less Private Finance Initiative Grant	<u>(7,308,150)</u>	<u>(7,308,150)</u>	<u>0</u>
BUDGET REQUIREMENT	<u>328,288,008</u>	<u>328,288,008</u>	<u>328,927,063</u>
FUNDING OF BUDGET REQUIREMENT			
<i>Revenue Support Grant</i>	(218,735,516)	(218,735,516)	(217,202,159)
<i>Share of NNDR Pool</i>	(54,377,169)	(54,377,169)	(55,381,867)
<i>Net Council Tax</i>	(53,943,955)	(53,943,955)	(56,343,037)
<i>Council Tax Reduction Scheme</i>	<u>(1,231,368)</u>	<u>0</u>	<u></u>
	<u>(328,288,008)</u>	<u>(327,056,640)</u>	<u>(328,927,063)</u>
<u>HOUSING REVENUE ACCOUNT</u>			
Average Rent set by County Borough (52 Weeks)	<u>£72.02</u>	<u>£72.02</u>	<u>£74.90</u>
Average Rent set by Welsh Office Guidelines (52 Weeks)	<u>£65.75</u>	<u>£65.75</u>	<u>£68.08</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 76.

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>	2013/2014 £000	2014/2015 £000
WELSH ASSEMBLY GOVERNMENT FUNDING		
<i>a) Capital Grants</i>		
<i>Housing Revenue Account - Major Repairs Allowance</i>	(7,300)	(7,300)
<i>Housing Revenue Account - Grant Funding</i>	0	0
<i>Council Fund Housing</i>	0	0
<i>Council Fund Services</i>	(7,827)	(8,009)
	<hr/>	<hr/>
TOTAL WELSH GOVERNMENT FUNDING	(15,127)	(15,309)
OTHER FUNDING		
<i>Council Fund Services</i>		
<i>Supported Borrowings</i>	(4,960)	(2,800)
<i>Unsupported Borrowings</i>	(4,200)	(2,000)
<i>Developer Contributions</i>	(2,200)	0
<i>Other</i>	(1,684)	0
<i>Capital Receipts</i>	(998)	(590)
<i>Revenue Balances</i>	(7,601)	(63)
	<hr/>	<hr/>
	(21,643)	(5,453)
<i>Housing Revenue Account</i>		
<i>Capital Receipts</i>	0	(247)
<i>Revenue Balances</i>	(8,253)	(19,953)
	<hr/>	<hr/>
	(8,253)	(20,200)
	<hr/>	<hr/>
TOTAL OTHER FUNDING	(29,896)	(25,653)
	<hr/>	<hr/>
<u>CAPITAL PROGRAMME TOTAL ESTIMATED FUNDING</u>	<u>(45,023)</u>	<u>(40,962)</u>
<u>CAPITAL PROGRAMME SUMMARY</u>		
<i>Council Fund Services</i>	(29,470)	(13,462)
<i>Housing Revenue Account</i>	(15,553)	(27,500)
	<hr/>	<hr/>
TOTAL CAPITAL PROGRAMME	<u>(45,023)</u>	<u>(40,962)</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	(1,007,624)	61,425		14,779	3,401	8,326		82,343	6,006
Audit	2,642	(681,051)		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	(371,037)	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		(5,376,625)	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
Corporate Health and Safety									
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
	(559,071)	(397,063)	(163,140)	(285,647)	(650,740)	(464,601)	(246,587)	(3,945,183)	(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	56,904	30,324	44,470	13,217	24,623	145,377	171,152	191,172	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
	210,465	107,186	93,839	62,990	344,872	195,930	246,587	1,048,309	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	1,007,624	681,051	371,037	579,590	709,314	592,438	246,587	5,376,625	1,174,433
Total Apportionments - Income	(1,007,624)	(681,051)	(371,037)	(579,590)	(709,314)	(592,438)	(246,587)	(5,376,625)	(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		5,598	33,108
Civic Support	496		2,228		1,009		19			9,208
Committee Services	806		3,597		1,689		32			15,265
Corporate Management				10,543					12,015	145,433
Electoral Services	554		2,508		1,253		23		32,922	52,387
Members	653		2,966		7,989		146		55,568	110,586
Performance Management Unit	355	(355,957)	1,643		693				24,029	(315,998)
Property - Building Consultancy	2,006				2,850		11,454			44,609
Property Corporate Services	726	15,801			1,774		4,247		(2,521,575)	(2,232,104)
Property Corporate Services Energy	164				245		982			3,721
Policy Unit	1,338	14,223	6,767	(650,070)	(12,081)	377	732		16,520	(325,432)
	8,081	(325,933)	24,123	(639,527)	6,331	377	17,650	-	(2,374,923)	(2,459,217)
Accountancy	1,193	4,467	22,690	8,400	5,530		2,379		57,069	(729,616)
Audit	822	4,741	11,731	7,382	846				21,025	(588,806)
Benefits Administration	1,907	4,466	16,974	8,401	540		16,634		150,182	349,155
Cashiers	1,446	4,466		8,401	4,182					(308,072)
Central Services	1,503		11,711		2,910	(3,412)	583		22,425	(514,879)
Communications Unit	1,588		7,172		3,191	737	58	6,158	17,852	(648,249)
Corporate Finance									1,502	3,747
Corporate Management			97,425							496,797
Council Tax	1,519	4,466	20,822	8,401	608				30,036	375,177
Customer Care	163		766		1,001		18		86,815	(498,470)
Director of Corporate Services									4,233	4,233
General Fund Housing	141		422							17,461
Finance Support Environment	1,660		16,112		1,682		1,041		11,638	(172,558)
Information Technology	5,351	15,022	63,535	26,562	68,423		3,867		429,405	(4,631,975)
Legal Services	1,558	6,718	15,323	11,810	3,243				58,571	(932,686)
Miscellaneous Finance					253				4,546	31,990
Monitoring Officer					152					939
NNDR										4,725
Payroll	(284,584)	4,466		8,401	1,082		570			539,008
Personnel	1,920	5,358	(933,515)	7,382	9,657		1,487		148,766	(452,017)
Corporate Health and Safety									60,706	60,706
Print Unit	690		3,146			572				20,181
Private Housing	2,700		3,954						45,408	186,764
Procurement	965	4,741	11,783	7,382	(334,587)		138		39,047	(170,436)
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)	6,007	4,863
	(258,607)	63,339	(605,510)	106,728	(228,540)	(2,103)	(153,404)	-	1,195,233	(7,599,800)
Directorate of the Environment										
Engineering	9,246	15,801	1,227		4,053		4,684		103,931	609,136
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		49,418	459,262
Emergency Planning	141		655		267		6			4,626
Planning	5,087	15,801			3,063		4,233		134,956	478,353
Community & Leisure Services	46,845	19,608	101,436	94,242	59,852		17,829		54,544	1,107,124
Catering	13,659		32,798		26,676		2,976		46,252	314,652
Registrars	621		2,815		555	1,726	10		12,015	26,604
Trading Standards	3,112	7,174	3,613		4,135		662		56,173	259,784
	93,327	78,251	207,782	202,708	129,783	1,726	71,066	-	457,289	3,916,067
Education & Leisure Directorate										
Education	28,138	84,640	206,767	151,777	7,987		9,785		211,876	2,691,351
Lifelong Learning and Leisure	46,453	4,851	14,761	8,591	37,785		5,171		97,618	514,865
	74,591	89,491	221,528	160,368	45,772	-	14,956	-	309,494	3,206,216
Social Services Directorate	82,608	94,852	152,077	169,723	46,654		49,732		412,907	2,936,734
Total Apportionments - Expenditure	284,584	355,957	933,515	650,070	334,587	3,412	180,199	6,158	2,521,575	16,008,756
Total Apportionments - Income	(284,584)	(355,957)	(933,515)	(650,070)	(334,587)	(3,412)	(180,199)	(6,158)	(2,521,575)	(16,008,756)

Central Support Service Apportionments – continued

	Accountancy & FSU	Audit	Cashiers	Central Services	Communi- cations Unit	Customer First	Information Technology	Legal Services
Corporate Services Directorate								
Accountancy	(577,368)							
Audit		(56,324)						
Cashiers			(17,660)					
Central Services				(12,396)				
Communications Unit					(3,574)			
Information Technology							(363,811)	
Legal Services								(90,901)
Payroll								
Personnel								
Procurement								
Sundry Debtors								
Customer First						(130,312)		
Performance Management Unit								
Corporate Health and Safety								
Direct Services Organisation								
Building Cleaning	17,098	408				351	3,773	
Fleet Management	20,400	6,576		198		225	17,403	
Network Contracting Services	137,378	11,143		251		351	13,206	
Stores								
Vehicle Maintenance	14,991	82	1,406				1,903	
	189,867	18,209	1,406	449	-	927	36,285	-
Housing Revenue Account	387,501	38,115	16,254	11,947	3,574	129,385	327,526	90,901
Total Apportionments - Expenditure	577,368	56,324	17,660	12,396	3,574	130,312	363,811	90,901
Total Apportionments - Income	(577,368)	(56,324)	(17,660)	(12,396)	(3,574)	(130,312)	(363,811)	(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							(577,368)
Audit							(56,324)
Cashiers							(17,660)
Central Services							(12,396)
Communications Unit							(3,574)
Information Technology							(363,811)
Legal Services							(90,901)
Payroll	(44,378)						(44,378)
Personnel			(249,055)				(249,055)
Procurement					(238,666)		(238,666)
Sundry Debtors						(9,709)	(9,709)
Customer First							(130,312)
Performance Management Unit		(9,601)					(9,601)
Corporate Health and Safety				(10,623)			(10,623)
Direct Services Organisation							
Building Cleaning	12,442		30,814				64,886
Fleet Management	211		6,399	1,498	18,225	765	71,900
Network Contracting Services	6,397		15,315		1,221		185,262
Stores			3,109	69	117		3,295
Vehicle Maintenance	859		2,545	4,496	9,715	28	36,025
	19,909	-	58,182	6,063	29,278	793	361,368
Housing Revenue Account	24,469	9,601	190,873	4,560	209,388	8,916	1,453,010
Total Apportionments - Expenditure	44,378	9,601	249,055	10,623	238,666	9,709	1,814,378
Total Apportionments - Income	(44,378)	(9,601)	(249,055)	(10,623)	(238,666)	(9,709)	(1,814,378)

CAERPHILLY COUNTY BOROUGH COUNCIL
COUNCIL FUND REVENUE ESTIMATES 2014/2015

Budget Summary

BUDGET SUMMARY	Page No	Estimate 2013/2014	Revised Estimate 2013/2014	Estimate 2014/2015
<u>COUNCIL FUND</u>				
EDUCATION & LIFELONG LEARNING DIRECTORATE	16	128,221,650	128,239,160	127,240,755
SOCIAL SERVICES DIRECTORATE	27	78,152,240	78,650,163	78,225,562
DIRECTORATE OF THE ENVIRONMENT	39	60,083,157	60,830,356	57,443,541
CORPORATE SERVICES DIRECTORATE	53	71,008,711	70,046,079	69,122,649
TOTAL SERVICE EXPENDITURE		337,465,758	337,765,758	332,032,507
<u>HOUSING REVENUE ACCOUNT</u>				
HOUSING (Corporate Services Directorate)	65	0	0	0
		337,465,758	337,765,758	332,032,507
USE OF BALANCES AND EARMARKED RESERVES:				
HOUSING REVENUE ACCOUNT				
COUNCIL FUND				
<i>Corporate Budget Strategy</i>		0	0	(1,200,000)
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	(300,000)	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	0	0
<i>Corporate Services Directorate</i>		0	0	0
TOTAL REVENUE BUDGET		337,465,758	337,465,758	330,832,507

CAERPHILLY COUNTY BOROUGH COUNCIL
COUNCIL FUND REVENUE ESTIMATES 2014/2015
EDUCATION & LIFELONG LEARNING DIRECTORATE

Budget Summary

EDUCATION & LIFELONG LEARNING	Page No	Estimate 2013/2014	Revised Estimate 2013/2014	Estimate 2014/2015
<u>SUMMARY</u>				
PLANNING and STRATEGY	18	102,941,218	102,958,728	102,598,728
LEARNING, EDUCATION and INCLUSION	22	15,821,501	15,821,501	15,894,461
LIFELONG LEARNING and LEISURE	24	6,240,700	6,240,700	5,541,350
TOTAL SERVICE EXPENDITURE		125,003,419	125,020,929	124,034,539
CENTRAL SUPPORT SERVICES APPORTIONMENTS		3,218,231	3,218,231	3,206,216
EXPENDITURE TO COUNCIL FUND SUMMARY	14	128,221,650	128,239,160	127,240,755
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
		128,221,650	128,239,160	127,240,755

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 2013/2014	Revised Estimate 2013/2014	Estimate 2014/2015
<u>PLANNING and STRATEGY</u>				
<i>Individual Schools Budget</i>		100,352,303	100,352,303	100,254,767
<i>Earmarked Formula Funding</i>		305,853	305,853	275,983
<i>LMS Contingencies/Other Direct School Related</i>				
Schools		451,240	451,240	230,738
Teachers Performance Management		324,598	324,598	304,282
PFI Funding Gap		298,938	298,938	302,986
PFI Building Maintenance		45,044	45,044	45,855
School Rationalisations		26,883	26,883	27,247
Former Key Stage 2 Grant		1,268,824	1,268,824	1,287,134
Secondary Additional Funding		983,372	983,372	1,000,979
		3,398,899	3,398,899	3,199,221
<i>School Meal Admin, Utility & Telephone</i>		410,299	410,299	416,825
<i>Relief Supply Cover</i>		582,320	582,320	588,122
<i>Early Retirement Pension Costs of School Based Staff</i>		1,707,514	1,707,514	1,724,527
<i>LEA Initiatives</i>				
Parent Information/External Publications		11,020	11,020	11,169
Copyright & Licensing		48,687	48,687	49,346
Trade Union Contribution GMB		6,075	6,075	6,157
Police Checks		72,356	72,356	63,336
		138,138	138,138	130,008
<i>Maintenance of Buildings</i>		390,351	390,351	397,059
<i>Administration and Insurance</i>		1,193,439	1,210,949	887,578
<i>Post 16 Initiative</i>		(5,537,898)	(5,537,898)	(5,275,362)
<u>EXPENDITURE TO DIRECTORATE SUMMARY</u>		102,941,218	102,958,728	102,598,728

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 2013/2014	Revised Estimate 2013/2014	Estimate 2014/2015
<u>LEARNING, EDUCATION and INCLUSION</u>				
<u>Social Inclusion</u>				
Psychological Service		599,790	599,790	540,722
Behaviour Support		319,110	319,110	227,051
Education Welfare Service		489,131	489,131	460,770
Learning Centre		304,984	304,984	325,717
Include		536,000	536,000	545,616
Youth Offending Teams		50,835	50,835	51,523
Safeguarding		81,158	81,158	88,037
School Based Counselling (new)		294,128	294,128	293,521
		2,675,136	2,675,136	2,532,957
<u>Additional Learning Needs</u>				
ALN Advisory Support service		303,043	303,043	288,578
Learning Support		182,851	182,851	90,321
Professional/Statementing		120,747	120,747	125,586
Additional Support Primary & Secondary		3,514,415	3,514,415	3,555,819
Language Support Primary		964,422	964,422	834,169
Specialist Resources		63,685	63,685	64,451
ALN Improvement Initiative		97,388	97,388	98,793
Childrens Centre		53,776	53,776	44,417
SNAP Cymru		30,920	30,920	31,339
Outreach Trinity Fields		46,460	46,460	46,923
Speech Therapy		46,501	46,501	47,924
Hearing & Language Service		255,343	255,343	222,120
COMiT		77,004	77,004	138,386
Autism		119,322	119,322	121,471
Hospital Classes		13,171	13,171	13,349
		5,889,048	5,889,048	5,723,646
<u>Recoupment (SEN Out of County / LAC / Inter Authority)</u>				
		1,680,108	1,680,108	1,663,673
<u>Learning Pathways Partnership</u>				
Active Pathways		140,273	140,273	144,886
14 - 19 Initiative (Transport Costs)		0	0	200,124
EOTAS Tuition		542,318	542,318	594,086
		682,591	682,591	939,096
<u>School & Pupil Support</u>				
WJEC Contributions		52,935	52,935	53,652
		52,935	52,935	53,652
<u>School Effectiveness Grant</u>				
		553,958	553,958	559,478

Learning, Education & Inclusion continued

EDUCATION & LIFELONG LEARNING	Page No	Estimate 2013/2014	Revised Estimate 2013/2014	Estimate 2014/2015
<u>Standards Quality & Development</u>				
Early Years (Rising 3's)		762,040	762,040	771,220
Early Years Central Team (previously under Lifelong Learning)		0	0	365,751
		762,040	762,040	1,136,971
<u>Service Provision</u>				
Outcome Agreement Grant Initiative (Inclusion)		200,000	200,000	203,602
Service Support & Resources		273,174	273,174	253,993
SACRE		2,332	2,332	2,357
Contribution to Outdoor Education Advisor		23,296	23,296	23,202
School Improvement Initiatives		101,500	101,500	100,000
		600,302	600,302	583,154
<u>Education Achievement Service (EAS)</u>				
Contribution to EAS Joint Working		1,346,704	1,346,704	1,169,666
Welsh in Education Grant (WEG) Match Funding		140,308	140,308	142,466
		1,487,012	1,487,012	1,312,132
<u>Other</u>				
Visually Impaired Service		441,626	441,626	423,177
Music Service		744,845	744,845	703,368
Families First Central Admin & Monitoring		169,516	169,516	169,611
Community Focus Schools		82,384	82,384	93,546
		1,438,371	1,438,371	1,389,702
<u>EXPENDITURE TO DIRECTORATE SUMMARY</u>				
	16	15,821,501	15,821,501	15,894,461

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.

<i>EDUCATION & LIFELONG LEARNING</i>	Page No	Estimate 2013/2014	Revised Estimate 2013/2014	Estimate 2014/2015
<i>LIFELONG LEARNING</i>				
<i>Community Education</i>				
Community Education		1,909,576	1,909,576	1,847,176
Community Centres		595,249	595,249	596,922
		2,504,825	2,504,825	2,444,098
<i>Early Years Team</i>		476,976	476,976	0
<i>Library Services</i>				
Public Libraries		2,545,701	2,545,701	2,463,798
Library Headquarters		485,988	485,988	467,948
		3,031,689	3,031,689	2,931,746
<i>Central Lifelong Learning</i>				
Administration Support		55,735	55,735	30,408
Insurance & Non Operational Property/Land		171,475	171,475	135,098
Marketing & Events		0	0	
		227,210	227,210	165,506
<i>EXPENDITURE TO SERVICE SUMMARY</i>	16	6,240,700	6,240,700	5,541,350

CAERPHILLY COUNTY BOROUGH COUNCIL
COUNCIL FUND REVENUE ESTIMATES 2014/2015
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.

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
- Community Safety Partnership
- South East Wales Safeguarding Children Board
- Gwent Wide Adult Safeguarding Board
- South East Wales Adult Placement Scheme
- South East Wales Adoption Service
- South East Wales Emergency Duty Team

The Caerphilly County Borough Council Single Integrated Plan 2013-2017 informs the work of these partnerships and has the following five key outcomes with a series of actions underpinning each:-

1. Prosperous Caerphilly
2. Safer Caerphilly
3. Learning Caerphilly
4. Healthier Caerphilly
5. Greener Caerphilly

In particular, the following actions relate specifically to Social Services:-

Safer Caerphilly:

S4 Ensure people are supported to live in their own homes and communities in safety

Healthier Caerphilly:

H5 Ensure people are supported to live in their own communities to lead safe, fulfilled and independent lives

Budget Summary

SOCIAL SERVICES DIRECTORATE	Page No	Estimate 2013/2014	Revised Estimate 2013/2014	Estimate 2014/2015
<u>SUMMARY</u>				
CHILDREN'S SERVICES	30	19,749,975	19,787,896	19,258,411
ADULT SERVICES	35	52,304,385	52,764,385	53,053,621
SERVICE STRATEGY AND BUSINESS SUPPORT	37	3,027,488	3,027,488	2,976,796
		75,081,848	75,579,769	75,288,828
CENTRAL SUPPORT SERVICES APPORTIONMENTS		3,070,392	3,070,394	2,936,734
EXPENDITURE TO COUNCIL FUND SUMMARY		78,152,240	78,650,163	78,225,562
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
		78,152,240	78,650,163	78,225,562

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 the third sector 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 underpinned by performance indicators, which are nationally set and monitored.

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.

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 Third Sector and provided within the Division).
- Specialist social work team to provide support to children with disabilities and their families (also with the Third 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.

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, Immediate Response Team, Family Support (commissioned from the Third Sector) and Services for Looked After Children (LAC). i.e. Fostering and Adoption.

Safeguarding, Reviewing and Quality Assurance –Chairing of all Child Protection Conferences and Statutory Reviews of Looked After Children.

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.

Business Support - 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 2013/2014	Revised Estimate 2013/2014	Estimate 2014/2015
<u>CHILDREN'S SERVICES</u>				
<u>Management, Fieldwork and Administration</u>				
Children's Management, Fieldwork and Administration		8,430,063	8,467,984	8,040,486
		8,430,063	8,467,984	8,040,486
<u>External Residential Care Including Secure Accommodation</u>				
Gross Cost of Placements		1,203,671	1,203,671	1,221,727
Contributions from Education		(60,591)	(60,591)	(61,500)
Contributions from Health		(60,591)	(60,591)	(61,500)
		1,082,489	1,082,489	1,098,727
<u>Fostering and Adoption</u>				
Gross Cost of Placements		6,581,061	6,581,061	6,679,777
Other Fostering Costs		126,168	126,168	128,060
Adoption Allowances		206,113	206,113	209,205
Other Adoption Costs		88,797	88,797	90,130
Raising Educational Attainment of LAC		20,503	20,503	20,811
Professional Fees Including Legal Fees		384,035	384,035	386,259
		7,406,677	7,406,677	7,514,242
<u>Youth Offending</u>				
Youth Offending Team		426,973	426,973	420,376
		426,973	426,973	420,376
<u>Other Costs</u>				
Equipment and Adaptations		34,458	34,458	34,975
Preventative and Support - (Section 17 & Childminding)		191,936	191,936	194,818
Local safeguarding Children Board		10,880	10,880	11,043
Aftercare		265,421	265,421	269,402
Respite Care		107,244	107,244	108,853
Agreements with Voluntary Organisations		1,543,199	1,543,199	1,458,543
Transport Costs		143,115	143,115	0
Other		107,520	107,520	106,946
		2,403,773	2,403,773	2,184,580
TOTAL CHILDREN'S SERVICES	27	19,749,975	19,787,896	19,258,411

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 University 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 third 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.
- 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 third 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 2013/2014	Revised Estimate 2013/2014	Estimate 2014/2015
<u>ADULT SERVICES</u>				
<u>Management, Fieldwork and Administration</u>				
Management		176,840	176,840	108,172
Protection of Vulnerable Adults		579,039	542,537	475,726
OLA and Client Income from Client Finances		(149,739)	(149,739)	(151,985)
Commissioning		776,748	813,250	781,190
Section 28a Income Joint Commissioning Post		(17,175)	(17,175)	(17,175)
Less Contribution from Supporting People		(49,284)	(49,284)	(60,784)
Older People		2,734,345	2,758,802	2,791,654
Less Wanless Income		(118,362)	(118,362)	(95,862)
Physical Disabilities		1,480,380	1,507,147	1,526,371
Provider Services		385,767	385,767	391,295
Learning Disabilities		739,022	739,022	687,827
Section 28a Income		(75,820)	(75,820)	(39,338)
Mental Health		1,251,200	1,251,200	1,254,742
Section 28a Income Assertive Outreach		(94,768)	(94,768)	(94,769)
Drug & Alcohol Services		278,157	278,157	278,623
Emergency Duty Team		237,187	237,187	237,400
Structural Review		0	0	(233,958)
		8,133,537	8,184,761	7,839,129
<u>Own Residential Care</u>				
Residential Home for the Elderly		6,054,311	6,054,311	6,067,723
- Less Client Contributions		(1,529,052)	(1,529,052)	(1,551,988)
- Less Section 28a Income (Ty Iscoed)		(115,350)	(115,350)	(115,350)
- Less Inter-Authority Income		(132,022)	(132,022)	(134,002)
Net Cost		4,277,887	4,277,887	4,266,383
Accommodation for People with learning Disabilities		2,365,743	2,365,743	2,391,454
- Less Client Contributions		(77,559)	(77,559)	(78,722)
- Less Contribution from Supporting People		(273,750)	(273,750)	(273,750)
- Less Inter-Authority Income		(244,240)	(244,240)	(247,904)
Net Cost		1,770,194	1,770,194	1,791,078
		6,048,081	6,048,081	6,057,461
<u>External Residential Care</u>				
Long Term Placements				
Older People		7,855,026	8,315,026	7,556,728
Less Wanless Income		(403,429)	(403,429)	(303,428)
Less Section 28a Income - Allt Yr Yn		(151,063)	(151,063)	(151,063)
Physically Disabled		349,554	349,554	328,652
Learning Disabilities		3,070,685	3,070,685	2,839,995
Mental Health		704,528	704,528	835,562
Substance Misuse Placements		52,288	52,288	52,732
Net Cost		11,477,589	11,937,589	11,159,178

SOCIAL SERVICES DIRECTORATE	Page No	Estimate 2013/2014	Revised Estimate 2013/2014	Estimate 2014/2015
<u>ADULT SERVICES continued</u>				
Short Term Placements				
Older People		170,994	170,994	173,559
Physical Disabilities		30,693	30,693	31,153
Learning Disabilities		25,424	25,424	25,805
Mental Health		6,580	6,580	6,679
Net Cost		233,691	233,691	237,196
		11,711,280	12,171,280	11,396,374
<u>Own Day Care</u>				
Older People		911,140	911,140	888,002
- Less Attendance Contributions		(16,374)	(16,374)	(16,620)
Learning Disabilities		3,020,268	3,020,268	3,050,137
- Less Contribution from Supporting People		(21,224)	(21,224)	(21,224)
- Less Attendance Contributions		(20,084)	(20,084)	(20,385)
- Less Inter-Authority Income		(44,187)	(44,187)	(44,850)
Mental Health		753,192	753,192	699,577
Less Wanless Income		(44,344)	(44,344)	0
- Less Section 28a Income (Pentrebane Street)		(95,643)	(95,643)	(81,366)
		4,442,744	4,442,744	4,453,271
<u>External Day Care</u>				
Elderly		18,271	18,271	9,344
Physically Disabled		131,376	131,376	188,512
Learning Disabilities		867,232	867,232	953,540
Section 28a Income		(72,659)	(72,659)	(72,659)
		944,220	944,220	1,078,737
<u>Sheltered Employment</u>				
Mental Health		72,165	72,165	69,500
		72,165	72,165	69,500
<u>Aids and Adaptations</u>				
Disability Living Equipment		731,199	731,199	742,167
Adaptations		325,615	325,615	331,002
Telephones for the Chronically Sick and Disabled		15,582	15,582	15,816
		1,072,396	1,072,396	1,088,985
<u>Home Assistance and Reablement</u>				
Home Assistance and Reablement Team (H.A.R.T.)		3,295,462	3,280,443	2,965,631
Wanless Funding		(67,959)	(67,959)	(67,959)
Independent Sector Domiciliary Care				
Elderly		4,946,912	4,946,912	5,984,821
Physical Disabilities		585,225	585,225	631,142
Learning Disabilities (excluding Resettlement)		239,528	239,528	265,747
Community Living		108,679	108,679	81,689
Mental Health		206,372	206,372	241,680
Gwent Frailty Programme		2,055,602	2,046,164	2,134,142
		11,369,821	11,345,364	12,236,893

SOCIAL SERVICES DIRECTORATE	Page No	Estimate 2013/2014	Revised Estimate 2013/2014	Estimate 2014/2015
<u>ADULT SERVICES continued</u>				
<u>Other Domiciliary Care</u>				
Supported Living				
Adult Placement Scheme		649,387	649,387	600,718
-Less Contribution from Supporting People		(188,195)	(188,195)	(168,385)
Older People		52,143	52,143	46,883
Physical Disabilities		463,232	463,232	363,466
-Less Contribution from Supporting People		(86,298)	(86,298)	(73,262)
Learning Disabilities		6,048,286	6,048,286	5,864,312
Less Section 28a Income Joint Tenancy		(28,987)	(28,987)	(28,987)
-Less Contribution from Supporting People		(1,083,865)	(1,083,865)	(962,190)
Mental Health		1,118,310	1,118,310	1,697,974
-Less Contribution from Supporting People		(65,180)	(65,180)	(65,180)
Net Cost		6,878,833	6,878,833	7,275,349
Direct Payments				
Elderly		153,134	153,134	195,191
Physical Disabilities		342,270	337,508	347,642
Learning Disabilities		252,817	252,817	330,552
Section 28a Income Learning Disabilities		(20,808)	(20,808)	(20,808)
Mental Health		0	0	14,920
Net Cost		727,413	722,651	867,497
Other				
Tredegar Court		175,089	175,089	176,865
Sitting Service		479,443	479,443	501,523
Extra Care Sheltered Housing		567,400	567,400	505,911
- Less Contribution from Supporting People		(14,308)	(14,308)	(14,308)
Net Cost		1,207,624	1,207,624	1,169,991
Total Home Care Client Contributions (net of commission)		(825,732)	(825,732)	(750,495)
		7,988,138	7,983,376	8,562,342
<u>Resettlement</u>				
Learning Disabilities				
Less Section 28a Income		(1,020,410)	(1,020,410)	(1,020,410)
		(1,020,410)	(1,020,410)	(1,020,410)

SOCIAL SERVICES DIRECTORATE	Page No	Estimate 2013/2014	Revised Estimate 2013/2014	Estimate 2014/2015
<u>ADULT SERVICES continued</u>				
<u>Supporting People</u>				
Elderly Supported People		1,374,568	1,302,168	1,030,056
Physically Disabled Supported People		89,000	89,000	116,000
Learning Disabilities Supported People		427,413	427,413	508,132
Mental Health Supported People		1,172,404	1,172,404	1,372,034
Families Supported People		2,135,031	2,135,031	2,249,320
Contribution to Independent Sector Supported Living		794,537	794,537	719,410
Contribution to In-House Supported Living		273,750	273,750	273,750
Contribution to Resettlement		440,806	440,806	381,222
Contribution to Adult Placement		188,195	188,195	168,385
Contribution to Leaving Care		84,732	84,732	84,732
Contribution to Garden Project		21,224	21,224	21,224
Contribution to Extra Care		14,308	14,308	14,308
Contribution to Supporting People Team		49,284	49,284	60,784
Less Supporting People Grant		(6,612,558)	(6,612,558)	(6,676,844)
		452,694	380,294	322,513
<u>Other Costs</u>				
Meals on Wheels		288,987	288,987	273,322
Telecare Gross Cost		561,064	561,064	566,253
Less Client and Agency Income		(381,886)	(381,886)	(387,615)
-Less Contribution from Supporting People		(179,178)	(106,778)	(108,380)
Disabled Car Badge Scheme		36,550	36,550	0
Agreements with Voluntary Organisations:				
Elderly		314,341	314,341	285,870
Physically Disabled		63,591	41,586	22,684
Learning Difficulties		131,575	131,575	126,042
Section 28a Income		(52,020)	(52,020)	(52,020)
Mental Health and Substance Misuse		179,083	179,083	139,187
MH Capacity Act / Deprivation of Liberty Safeguards		60,017	60,017	60,917
Other		67,595	67,595	42,566
		1,089,719	1,140,114	968,826
TOTAL ADULT SERVICES	27	52,304,385	52,764,385	53,053,621

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 2013/2014	Revised Estimate 2013/2014	Estimate 2014/2015
<u>SERVICE STRATEGY AND BUSINESS SUPPORT</u>				
<u>Management and Administration</u>				
Policy Development and Strategy		174,920	174,920	176,608
Business Support and Learning & Development		1,188,143	1,188,143	1,196,471
Performance Management Consortium		73,938	73,938	73,938
		1,437,001	1,437,001	1,447,017
<u>Office Accommodation</u>				
All Offices		398,273	398,273	508,649
Less Office Accommodation Recharge to HRA		(53,297)	(53,297)	(64,862)
		344,976	344,976	443,787
<u>Office Expenses</u>				
All Offices		230,957	230,957	235,975
		230,957	230,957	235,975
<u>Other Costs</u>				
Training		271,885	271,885	275,963
Publicity/Marketing/Complaints		55,000	55,000	50,573
Staff Support/Protection		56,670	56,670	57,499
Information Technology		92,000	92,000	3,290
Management Fees for Consortia		(46,743)	(46,743)	(56,343)
Insurances		412,322	412,322	320,933
Other Costs		173,420	173,420	198,102
		1,014,554	1,014,554	850,017
TOTAL RESOURCING AND PERFORMANCE	27	3,027,488	3,027,488	2,976,796

CAERPHILLY COUNTY BOROUGH COUNCIL
COUNCIL FUND REVENUE ESTIMATES 2014/2015
DIRECTORATE OF THE ENVIRONMENT

BUDGET SUMMARY

<i>DIRECTORATE OF THE ENVIRONMENT</i>	Page No	Estimate 2013/2014	Revised Estimate 2013/2014	Estimate 2014/2015
<u>SUMMARY</u>				
REGENERATION, PLANNING & ECONOMIC DEVELOPMENT	41	5,700,016	6,031,691	4,931,823
ENGINEERING DIVISION	45	21,661,208	21,815,796	21,303,980
DIRECTORATE SERVICE EFFICIENCIES		(193,796)	(193,796)	(196,703)
PUBLIC PROTECTION	47	7,322,856	7,425,940	7,268,734
COMMUNITY & LEISURE SERVICES	51	21,669,237	21,835,827	20,151,859
Direct Labour/Direct Service Trading Accounts				
<i>Building Cleaning</i>		275,288	275,288	278,327
<i>Network Contract Services</i>		(182,803)	(164,803)	(163,589)
<i>Vehicle Maintenance</i>		(37,628)	(18,974)	(46,957)
TOTAL SERVICE EXPENDITURE		56,214,378	57,006,969	53,527,474
CENTRAL SUPPORT SERVICE APPORTIONMENTS		3,868,779	3,823,387	3,916,067
EXPENDITURE TO COUNCIL FUND SUMMARY	14	60,083,157	60,830,356	57,443,541
USE OF GENERAL FUND				
REGENERATION, PLANNING, ECONOMIC DEVELOPMENT		0	(83,000)	0
ENGINEERING DIVISION		0	(128,000)	0
PUBLIC PROTECTION		0	(55,000)	0
COMMUNITY & LEISURE SERVICES		0	(34,000)	0
USE OF GENERAL FUND TO COUNCIL FUND SUMMARY		0	(300,000)	0
USE OF EARMARKED RESERVES				
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 EARMARKED RESERVES TO COUNCIL FUND SUMMARY	14	0	0	0
		60,083,157	60,530,356	57,443,541

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.

Strategic & Forward Planning

- 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 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.

DIRECTORATE OF THE ENVIRONMENT	Page No	Estimate 2013/2014	Revised Estimate 2013/2014	Estimate 2014/2015
<u>REGENERATION, PLANNING & ECONOMIC DEVELOPMENT</u>				
<u>ECONOMIC DEVELOPMENT AND TOURISM</u>				
Business Development		1,345,945	1,439,793	1,255,011
Business Urban Renewal		0	0	303,802
Tourism Events		147,972	182,972	149,980
European Affairs		88,328	88,328	84,550
Commercial Properties		(767,699)	(767,699)	(857,610)
Tourism Venues		1,095,905	1,095,905	1,034,900
Community Regeneration		191,393	332,443	243,044
Community First Expenditure		2,870,795	2,870,795	3,076,523
Community First Grant Funding		(2,870,795)	(2,870,795)	(3,076,523)
Blackwood Miners Institute		347,984	365,279	297,957
Arts Development		142,574	142,574	143,111
		2,592,402	2,879,595	2,654,745
<u>PLANNING</u>				
Countryside and Landscape		1,566,435	1,685,747	1,343,905
Strategic Planning and Urban Renewal		895,948	800,705	373,780
Development		520,065	520,065	456,896
Building Control		(5,195)	15,216	(23,268)
Land Charges		(9,963)	(9,963)	(14,554)
Corporate and Democratic Core		140,324	140,326	140,319
		3,107,614	3,152,096	2,277,078
<u>TOTAL NET BUDGET</u>				
	39	5,700,016	6,031,691	4,931,823
<u>CENTRAL SUPPORT SERVICE APPORTIONMENTS</u>				
		999,923	999,923	999,923
<u>CORPORATE BUILDINGS APPORTIONMENTS</u>				
		147,346	147,346	134,956
		6,847,285	7,178,960	6,066,702

Economic Development, Urban Renewal & Tourism**Service Objectives**

- Marketing and promotion of Caerphilly County Borough to potential investors;
- Supporting and development of local businesses with advice and grants;
- Promotion and management of urban renewal in the context of joint investment by the public and private sectors;
- 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 2013/2014	Revised Estimate 2013/2014	Estimate 2014/2015
<u>ENGINEERING DIVISION</u>				
<u>HIGHWAY OPERATIONS</u>				
Gross Expenditure		11,255,136	11,466,191	11,181,594
Grants, Fees & Charges and Other Income		(206,149)	(206,149)	(379,241)
Net Expenditure		11,048,987	11,260,042	10,802,353
<u>ENGINEERING PROJECTS GROUP</u>				
Gross Expenditure		1,304,056	1,304,056	1,332,114
Fees & Charges and Other Income		(1,386,294)	(1,386,294)	(1,455,116)
Net Expenditure		(82,238)	(82,238)	(123,002)
<u>TRANSPORT ENGINEERING</u>				
Gross Expenditure		1,844,345	1,774,456	1,805,970
Grants, Fees & Charges and Other Income		(1,063,050)	(1,048,879)	(1,092,706)
Net Expenditure		781,295	725,577	713,264
<u>PASSENGER TRANSPORT</u>				
Gross Expenditure		5,344,209	5,352,752	5,366,128
Grants, Fees & Charges and Other Income		(3,467,525)	(3,475,500)	(3,526,950)
Net Expenditure		1,876,684	1,877,252	1,839,178
<u>HOME TO SCHOOL TRANSPORT</u>				
Gross Expenditure		6,450,266	6,450,266	6,495,958
Grants, Fees & Charges and Other Income		0	0	0
Net Expenditure		6,450,266	6,450,266	6,495,958
<u>SOCIAL SERVICES TRANSPORT</u>				
Gross Expenditure		1,375,756	1,372,328	1,391,373
Grants, Fees & Charges and Other Income		(17,428)	(14,000)	(14,210)
Net Expenditure		1,358,328	1,358,328	1,377,163
<u>ENGINEERING - GENERAL (Expenditure only)</u>		227,886	226,569	199,066
<u>TOTAL NET EXPENDITURE</u>	39	21,661,208	21,815,796	21,303,980
<u>CENTRAL SUPPORT SERVICE APPORTIONMENT</u>		546,436	505,205	505,205
<u>PONTLLANFRAITH CORPORATE BUILDING APPORTIONMENT</u>		60,796	102,028	103,931
<u>NET EXPENDITURE ENGINEERING SERVICES</u>		22,268,440	22,423,029	21,913,116

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.

DIRECTORATE OF THE ENVIRONMENT	Page No	Estimate 2013/2014	Revised Estimate 2013/2014	Estimate 2014/2015
<u>PUBLIC PROTECTION DIVISION</u>				
TRADING STANDARDS				
Expenditure		818,125	845,226	924,938
Income		(34,616)	(34,616)	(117,513)
Net Expenditure		783,509	810,610	807,425
LICENSING				
Expenditure		381,195	381,195	359,468
Income		(329,310)	(329,310)	(341,201)
Net Expenditure		51,885	51,885	18,267
REGISTRARS				
Expenditure		270,711	280,711	276,883
Income		(187,000)	(187,000)	(198,000)
Net Expenditure		83,711	93,711	78,883
CCTV				
Expenditure		655,752	690,752	644,729
Income		(129,416)	(129,416)	(130,017)
Net Expenditure		526,336	561,336	514,712
COMMUNITY WARDENS		351,230	351,230	355,478
COMMUNITY SAFETY		143,276	153,276	140,733
SAFER CAERPHILLY - COMMUNITY SAFETY PARTNERSHIP				
Expenditure		425,080	394,160	389,734
Income		(425,080)	(394,160)	(389,734)
Net Expenditure		0	0	0
CORPORATE AND DEMOCRATIC COSTS (CDC)		32,655	32,655	33,166
HEALTH IMPROVEMENT				
Expenditure		626,806	626,800	584,202
Income		(158,300)	(158,299)	(144,409)
Net Expenditure		468,506	468,501	439,793
ENFORCEMENT				
Expenditure		778,338	799,323	762,550
Income		(119,887)	(119,886)	(124,132)
Net Expenditure		658,451	679,437	638,418
POLLUTION				
Expenditure		360,170	360,171	364,012
Income		(24,480)	(24,479)	(24,847)
Net Expenditure		335,690	335,692	339,165
FOOD TEAM				
Expenditure		564,338	564,338	575,434
Income		(18,451)	(18,451)	(20,000)
Net Expenditure		545,887	545,887	555,434
EMERGENCY PLANNING				
Net Expenditure		139,964	139,964	138,772
CATERING				
Expenditure		6,849,923	6,849,923	7,240,064
Income		(3,648,167)	(3,648,167)	(4,031,576)
Net Expenditure		3,201,756	3,201,756	3,208,488
TOTAL NET EXPENDITURE	39	7,322,856	7,425,940	7,268,734
CENTRAL SUPPORT SERVICE APPORTIONMENTS		901,070	887,512	901,070
CORPORATE BUILDINGS APPORTIONMENTS		161,149	115,757	163,858
		8,385,075	8,429,209	8,333,662

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 2013/2014	Revised Estimate 2013/2014	Estimate 2014/2015
<u>COMMUNITY & LEISURE SERVICES</u>				
WASTE MANAGEMENT				
<i>Residual Waste</i>		4,286,669	4,286,669	3,973,450
<i>Organics recycling</i>		2,069,739	2,069,739	1,859,244
<i>Civic Amenity Sites</i>		2,494,461	2,503,461	2,579,620
<i>Waste Transfer Station</i>		141,119	141,119	178,958
<i>Dry Recycling</i>		2,568,328	2,568,328	2,330,596
<i>Bulky Waste</i>		126,448	126,448	253,682
<i>Commercial Waste</i>		(32,446)	(32,446)	(56,697)
<i>Other Waste</i>		78,836	78,836	69,019
<i>Trehir</i>		187,182	187,182	177,297
<i>Sustainable Waste Management Grant</i>		(3,552,857)	(3,552,857)	(3,449,586)
<i>HQ Staff</i>		1,535,543	1,555,937	1,463,477
CLEANSING				
<i>Public Conveniences</i>		118,931	118,931	96,715
<i>Street Cleansing</i>		4,072,711	4,087,711	4,075,558
GROUND MAINTENANCE AND PARKS				
<i>Cemeteries</i>		250,444	250,444	251,221
<i>Allotments</i>		36,745	46,745	37,297
<i>Parks and Playing Fields</i>		1,837,529	1,862,214	1,596,054
<i>Playgrounds</i>		272,633	272,633	276,351
<i>Outdoor facilities</i>		602,249	607,248	347,457
<i>Housing Ground Maintenance</i>		241,965	241,965	245,594
<i>Community Assets Funding</i>		0	85,000	0
<i>HQ Staffing</i>		1,149,856	1,147,368	1,040,455
LEISURE SERVICES				
<i>Leisure Centres</i>		2,788,524	2,788,524	2,527,484
<i>Sports & Health Development</i>		202,272	202,272	96,285
<i>Outdoor Education</i>		192,356	192,356	182,328
Total net expenditure Community & Leisure Services	39	21,669,237	21,835,827	20,151,859
CENTRAL SUPPORT SERVICE APPORTIONMENTS		995,541	1,009,098	1,052,580
CORPORATE BUILDINGS APPORTIONMENTS		56,518	56,518	54,544
		22,721,296	22,901,443	21,258,983

CAERPHILLY COUNTY BOROUGH COUNCIL
COUNCIL FUND REVENUE ESTIMATES 2014/2015
CORPORATE SERVICES DIRECTORATE

<i>CORPORATE SERVICES DIRECTORATE</i>	Page No	Estimate 2013/2014	Revised Estimate 2013/2014	Estimate 2014/2015
<u>SUMMARY</u>				
<i>CORPORATE SERVICES</i>	60	25,565,433	25,650,958	24,254,171
<i>MISCELLANEOUS FINANCE</i>	61	55,600,680	54,507,133	54,927,495
		81,166,113	80,158,091	79,181,666
<i>CENTRAL SUPPORT SERVICES APPORTIONMENTS</i>		(10,157,402)	(10,112,012)	(10,059,017)
<i>EXPENDITURE TO COUNCIL FUND SUMMARY</i>	14	71,008,711	70,046,079	69,122,649
<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		0
<i>USE OF EARMARKED RESERVES TO COUNCIL FUND SUMMARY</i>		0	0	0
		71,008,711	70,046,079	69,122,649

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.

CORPORATE SERVICES DIRECTORATE	Page No	Estimate 2013/2014	Revised Estimate 2013/2014	Estimate 2014/2015
<u>SUMMARY</u>				
CHIEF EXECUTIVE AND SECRETARIAT		240,675	240,675	239,832
DEPUTY CHIEF EXECUTIVE		183,616	183,616	180,488
CORPORATE FINANCE				
Financial services		2,259,033	2,259,033	2,481,303
Procurement		485,207	485,207	461,047
		2,744,240	2,744,240	2,942,350
LEGAL & GOVERNANCE				
Legal		905,072	905,072	844,275
Democratic Services		1,912,420	1,912,420	1,876,596
Electoral Services		300,175	300,175	303,201
Policy		478,826	478,826	452,434
Equalities		183,066	197,079	185,865
		3,779,559	3,793,572	3,662,371
HOUSING SERVICES				
General Fund Housing		742,962	742,962	656,873
Private Housing		641,516	641,516	573,344
Building Maintenance		1,724	1,724	(117,828)
		1,386,202	1,386,202	1,112,389
INFORMATION AND CITIZENS ENGAGEMENT				
IT Services		5,268,879	5,277,659	4,964,752
Central Services		483,049	483,049	406,701
Communications Unit		332,551	368,426	298,841
Customer First		1,701,083	1,701,083	1,545,172
		7,785,562	7,830,217	7,215,466
PERFORMANCE & PROPERTY				
Performance Management Unit		361,419	361,419	344,585
Corporate Property Services		790,856	790,856	677,946
Corporate Premises		2,956,884	2,956,884	2,721,730
Asset Management Facilities		1,956,999	1,956,999	2,076,468
Building Consultancy		(25,419)	(25,419)	(23,840)
		6,040,739	6,040,739	5,796,889
HUMAN RESOURCES				
Human Resources		2,215,631	2,243,639	1,977,182
Trade Union Facilities		26,543	25,392	25,233
		2,242,174	2,269,031	2,002,415
HEALTH & SAFETY		1,162,666	1,162,666	1,101,971
TOTAL CORPORATE SERVICES	53	25,565,433	25,650,958	24,254,171

CORPORATE SERVICES DIRECTORATE	Page No	Estimate 2013/2014	Revised Estimate 2013/2014	Estimate 2014/2015
MISCELLANEOUS FINANCE				
Staff Related Costs				
Pension Contribution - Former Authorities Ongoing		1,232,244	1,232,244	1,233,237
Recharge to Education - Former Authorities		(191,333)	(191,333)	(191,333)
Adjustment for Superannuation Costs		99,300	99,300	47,315
		1,140,211	1,140,211	1,089,219
Catering				
Subsidy School Meals Service		224,605	224,605	227,974
		224,605	224,605	227,974
Statutory Benefit Schemes				
Council Tax Benefits		13,656,995	13,656,995	14,189,934
General Rent Allowances		29,611,995	29,611,995	31,398,320
Rent Rebates		28,674,820	28,674,820	30,016,589
Rent Allowance War Widow Concessions		45,000	45,000	45,000
Housing Benefit Subsidy		(58,286,815)	(58,286,815)	(61,414,909)
		13,701,995	13,701,995	14,234,934
Levies Upon the Council				
Coroner		156,496	156,496	159,347
Archives		212,424	212,424	215,093
Fire Service Authority		8,443,496	8,443,496	8,376,576
		8,812,416	8,812,416	8,751,016
Capital Financing				
Debt Charges		17,456,670	17,456,670	17,831,613
Investment Income net of Recharges		323,146	323,146	392,028
Welsh Housing Quality Standard		1,212,000	1,212,000	938,400
CERA (Capital Expenditure funded from Revenue Account)		1,464,000	1,464,000	957,385
		20,455,816	20,455,816	20,119,426
Corporate and Democratic Core Costs				
Bank Charges		134,687	134,687	136,707
Income from HRA		(11,315)	(11,315)	(11,484)
Income from DLO/DSO		(21,012)	(21,012)	(21,327)
External Audit Fees		453,406	453,406	460,207
Income from HRA		(34,641)	(34,641)	(35,161)
Income from DLO/DSO		(64,334)	(64,334)	(65,299)
Subscriptions		132,002	132,002	133,982
		588,793	588,793	597,625

CORPORATE SERVICES DIRECTORATE	Page No	Estimate 2013/2014	Revised Estimate 2013/2014	Estimate 2014/2015
Grants to Voluntary sector				
Assistance to Voluntary sector		251,448	251,448	255,220
		251,448	251,448	255,220
Other Grant funding				
Deprivation Grant		400,000	0	258,000
		400,000	0	258,000
Private Finance Initiative				
PFI Schools		2,790,195	2,790,195	2,707,407
PFI SEW		4,517,955	4,517,955	4,399,222
		7,308,150	7,308,150	7,106,629
Other				
Miscellaneous Items		137,941	70,003	113,263
Additional Pupil Demographic savings		104,908	104,908	106,482
Budget Pressures		100,000	100,000	226,500
Unapplied Growth (Landfill 2013-14)		267,657	267,657	243,672
NNDR - Authority Empty Properties		391,741	189,741	195,617
Apprentice/Trainee Costs		489,850	143,302	494,749
E-Government		28,086	28,086	0
Counsel Fees		428,170	428,170	394,593
Careline		82,832	82,832	84,074
Advertising		77,061	0	0
Carbon Management Scheme		203,000	203,000	23,445
Carbon Energy Tax		406,000	406,000	215,135
IT Replacement Strategy		0	0	342,090
PV Panels Income		0	0	(40,000)
Unapplied Growth - Living Wage		0	0	42,726
Risk Management Contribution		0	0	(154,894)
		2,717,246	2,023,699	2,287,452
TOTAL MISCELLANEOUS FINANCE		55,600,680	54,507,133	54,927,495
EXPENDITURE TO DIRECTORATE SUMMARY	53	81,166,113	80,158,091	79,181,666
CENTRAL SUPPORT SERVICES APPORTIONMENTS/RECHARGES		(10,157,402)	(10,112,012)	(10,059,017)
	53	71,008,711	70,046,079	69,122,649

CAERPHILLY COUNTY BOROUGH COUNCIL
COUNCIL FUND REVENUE ESTIMATES 2014/2015
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.

HOUSING	Page No	Estimate 2013/2014	Revised Estimate 2013/2014	Estimate 2014/2015
<u>HOUSING REVENUE ACCOUNT</u>				
<u>SUMMARY</u>				
GENERAL MANAGEMENT	67	1,029,537	1,029,537	1,005,991
CAPITAL FINANCING	67	2,895,248	2,895,248	2,881,601
CENTRAL RECHARGES	67	1,778,329	1,778,329	2,088,519
STRATEGY AND PERFORMANCE	67	775,042	775,042	1,015,853
PUBLIC SECTOR HOUSING	67	5,359,981	5,359,981	5,045,379
SUPPORTED HOUSING	67	5,975	5,975	0
BUILDING MAINTENANCE SERVICES	69	25,437,320	25,437,320	25,946,160
GROSS EXPENDITURE		37,281,432	37,281,432	37,983,503
INCOME	71	(37,281,432)	(37,281,432)	(37,983,503)
(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 2013/2014	Revised Estimate 2013/2014	Estimate 2014/2015
<u>HOUSING REVENUE ACCOUNT</u>				
GENERAL MANAGEMENT	65	1,029,537	1,029,537	1,005,991
CAPITAL FINANCING COSTS				
Interest Charge		2,022,034	2,022,034	2,039,131
Principal		916,043	916,043	885,637
Debt Management		14,852	14,852	14,514
Rescheduling Discount		(57,681)	(57,681)	(57,681)
EXPENDITURE TO HRA SUMMARY	65	2,895,248	2,895,248	2,881,601
CENTRAL RECHARGES				
Central Recharges		1,356,050	1,356,050	1,653,182
Grounds Maintenance recharge to HRA		422,279	422,279	435,337
EXPENDITURE TO HRA SUMMARY	65	1,778,329	1,778,329	2,088,519
STRATEGY AND PERFORMANCE		72,490	72,490	75,487
PERFORMANCE DEVELOPMENT		508,576	508,576	605,696
COMMUNICATIONS AND ENGAGEMENT		76,275	76,275	92,266
TRANSFORMING LIVES AND COMMUNITIES		117,701	117,701	242,404
EXPENDITURE TO HRA SUMMARY	65	775,042	775,042	1,015,853
PUBLIC SECTOR HOUSING				
Landlord General		213,140	213,140	131,953
Sheltered Accommodation		1,816,604	1,816,604	1,589,067
Holly Road Community Support		500	500	0
Lower Rhymney AHO		355,688	355,688	34,656
Eastern Valley AHO		538,588	538,588	568,879
Upper Rhymney AHO		681,428	681,428	785,784
Gilfach AHO		11,656	11,656	7,107
Lansbury Park AHO		217,092	217,092	316,512
Graig Y Rhacca AHO		215,238	215,238	252,511
Allocations		58,488	58,488	61,537
Tenants & Communities Involvement		389,692	389,692	398,579
Leaseholders Management		37,424	37,424	29,568
Tenancy Enforcement		271,873	271,873	272,365
Rents		638,201	638,201	640,678
Community Wardens		(85,631)	(85,631)	(43,817)
EXPENDITURE TO HRA SUMMARY	65	5,359,981	5,359,981	5,045,379
SUPPORTED HOUSING				
Ty Croeso Hostel		5,975	5,975	0
EXPENDITURE TO HRA SUMMARY	65	5,975	5,975	0

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 2013/2014	Revised Estimate 2013/2014	Estimate 2014/2015
<u>HOUSING REVENUE ACCOUNT</u>				
<u>RESPONSE REPAIRS AND MAINTENANCE</u>				
EMPLOYEE EXPENSES NET OF RECHARGES		1,147,246	1,147,246	1,127,195
REPAIRS AND MAINTENANCE ON HOUSING STOCK				
Revenue Contribution to Capital		11,508,080	11,508,080	12,118,832
Responsive Repairs (priorities 1, 2 & 3)		7,023,444	7,023,444	7,202,613
Revenue Projects		3,279,000	3,279,000	3,084,000
Planned Cyclical		2,330,000	2,330,000	2,215,000
		24,140,524	24,140,524	24,620,445
TRANSPORT RELATED		22,050	22,050	28,068
SUPPLIES AND SERVICES		127,500	127,500	170,452
EXPENDITURE TO HRA SUMMARY	65	25,437,320	25,437,320	25,946,160

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 2013/2014	Revised Estimate 2013/2014	Estimate 2014/2015
<u>HOUSING REVENUE ACCOUNT</u>				
INCOME				
<i>Rents - Dwelling</i>				
Gross Rent - Dwellings		(37,187,679)	(37,187,679)	(38,573,411)
Gross Rent - Sheltered		(3,695,549)	(3,695,549)	(3,851,196)
Voids		441,000	441,000	450,000
Net Rent		(40,442,228)	(40,442,228)	(41,974,607)
<i>Rents - Other</i>				
Garages		(455,938)	(455,938)	(464,875)
Garage Voids		145,900	145,900	162,706
Shop Rental		(61,322)	(61,322)	(61,322)
		(371,360)	(371,360)	(363,491)
<i>Service Charges</i>				
Sheltered - Services Charges		(1,129,029)	(1,129,029)	(1,417,840)
Sheltered - Heating & Lighting		(348,432)	(348,432)	(262,418)
Catering recharge - Sheltered Accommodation		(52,605)	(52,605)	(53,657)
Voids Schedule Water		0	0	46,456
Non Scheduled Water Rates		(86,267)	(86,267)	(51,031)
Welsh Water Commission		(746,220)	(746,220)	(743,797)
Leaseholder Service Charges		(10,434)	(10,434)	(10,000)
		(2,372,987)	(2,372,987)	(2,492,287)
<i>Government Subsidies</i>				
Housing Subsidy		5,959,138	5,959,138	6,886,882
		5,959,138	5,959,138	6,886,882
<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		(43,995)	(43,995)	(30,000)
		(43,995)	(43,995)	(30,000)
INCOME TO HRA SUMMARY	65	(37,281,432)	(37,281,432)	(37,983,503)

CAERPHILLY COUNTY BOROUGH COUNCIL

CAPITAL ESTIMATES 2014/2015

<i>CAPITAL EXPENDITURE</i>	Page No	Estimate 2013/2014 £000	Revised Estimate 2013/2014 £000	Estimate 2014/2015 £000
<u>SUMMARY</u>				
EDUCATION AND LIFELONG LEARNING	74	10,176	11,176	1,424
SOCIAL SERVICES	74	547	547	298
ENGINEERS	74	5,744	5,744	4,833
URBAN RENEWAL	75	1,615	1,615	2,470
REGENERATION, PLANNING AND ECONOMIC DEVELOPMENT	75	260	260	200
PUBLIC PROTECTION	75	600	600	500
COMMUNITY AND LEISURE SERVICES	75	6,528	6,528	241
PERFORMANCE AND PROPERTY	76	850	850	819
PRIVATE HOUSING	76	2,900	2,900	2,465
INFORMATION AND CITIZEN ENGAGEMENT	76	250	250	212
TOTAL GENERAL FUND		29,470	30,470	13,462
HOUSING (HRA)	77	15,553	15,553	27,500
TOTAL CAPITAL BUDGET	7	45,023	46,023	40,962

CAPITAL EXPENDITURE	Page No	Estimate 2013/2014	Revised Estimate 2013/2014	Estimate 2014/2015
		£000	£000	£000
<u>EDUCATION</u>				
Demographic/legislative Requirements		200	200	200
School Security		100	100	100
Asset management - general		750	750	600
School Boiler Replacement Programme		500	500	224
Contribution 21st Century Schools		4,000	4,000	0
Caerphilly Library		4,200	5,200	0
Fochriw Youth Centre Match Funding		126	126	0
Health and Safety		300	300	300
EXPENDITURE TO SUMMARY	73	10,176	11,176	1,424
<u>SOCIAL SERVICES</u>				
Reprovision of Heol Aneurin Children's Home		275	275	0
Service Reprovision - Learning Disabilities		43	43	0
All Establishments		99	99	0
Markham Resource Centre		130	130	0
Condition Survey Works		0	0	170
Ty Iscoed		0	0	42
Min Y Mynydd		0	0	17
Castle View		0	0	19
Ystrad Mynach Day Centre		0	0	25
Risca Family Day Centre		0	0	25
EXPENDITURE TO SUMMARY	73	547	547	298
<u>ENGINEERS</u>				
Infrastructure/Retaining Walls		550	550	467
Forward Programme Advance Design/Land		50	50	42
Major Highways Reconstruction		500	500	525
Major Highways Schemes		0	0	50
Bridge Strengthening		350	350	297
Land Drainage		70	70	59
Corporate Land Drainage		224	224	189
Vehicle Restraint System		50	50	42
Monmouth Canal		250	250	212
Road Safety Speed Management Schemes		0	0	50
Corporate Maintenance of Tips, Mines and Spoils		0	0	100
Carriage Resurfacing LGBI Funded Scheme		2,800	2,800	2,800
Risca Flood Alleviation		900	900	0
EXPENDITURE TO SUMMARY	73	5,744	5,744	4,833

CAPITAL EXPENDITURE	Page No	Estimate 2013/2014	Revised Estimate 2013/2014	Estimate 2014/2015
		£000	£000	£000
<u>URBAN RENEWAL</u>				
Bargoed Phase 3		0	0	42
Bargoed Cinema Development		700	700	2,000
Rail Bridge Newbridge Town Centre		0	0	43
Caerphilly Park Lane		0	0	93
Commercial and Industrial Grants		50	50	50
Bargoed General		30	30	30
ERDF Match Funding		100	100	0
Bargoed Site B Development		120	120	0
Bargoed Former Woolworths Building		300	300	0
Bargoed Pocket Park Match Funding		30	30	0
Countryside Schemes		285	285	212
EXPENDITURE TO SUMMARY	73	1,615	1,615	2,470
<u>REGENERATION PLANNING AND ECONOMIC DEVELOPMENT</u>				
HoV Endure		0	0	30
GO2 Roll Out		35	35	0
Cwmcarn Retail/Changing Facilities (Match Funding)		25	25	0
Blackwood Miners' Institute		200	200	170
EXPENDITURE TO SUMMARY	73	260	260	200
<u>PUBLIC PROTECTION</u>				
Kitchen Refurbishments		600	600	425
CCTV Replacement		0	0	75
EXPENDITURE TO SUMMARY	73	600	600	500
<u>COMMUNITY AND LEISURE SERVICES</u>				
Cemeteries		590	590	224
Islwyn Indoor Bowls		0	0	17
Caerphilly Basin Infrastructure Works		200	200	0
Ty Dyffryn Pending Options Appraisal		1,000	1,000	0
Ystrad Mynach New Sports Facility		4,738	4,738	0
EXPENDITURE TO SUMMARY	73	6,528	6,528	241

CAPITAL EXPENDITURE	Page No	Estimate 2013/2014	Revised Estimate 2013/2014	Estimate 2014/2015
		£000	£000	£000
<u>PERFORMANCE AND PROPERTY</u>				
Disabled Access Needs		40	40	42
Community Centres		60	60	220
Leisure Centres		550	550	557
Blackwood Miners' Institute		200	200	0
EXPENDITURE TO SUMMARY	73	850	850	819
<u>HOUSING (Private)</u>				
Renovation/Home Improvement Grants		300	300	515
Renewal Areas		500	500	
Minor Works		800	800	800
Disabled Facilities Grant		1,300	1,300	1,150
EXPENDITURE TO SUMMARY	73	2,900	2,900	2,465
<u>INFORMATION AND CITIZEN ENGAGEMENT</u>				
IT Developments		0	0	212
New/Enhanced Schemes to Corporate IT Infrastructure		250	250	0
EXPENDITURE TO SUMMARY	73	250	250	212
<u>HOUSING (HRA)</u>				
Adaptations		0	0	1,000
Energy Conservation Works		1,000	1,000	1,000
Upper Valley External Works		0	0	7,088
Lower Valley External Works		0	0	1,512
Eastern Valley External Works		0	0	2,832
Refurbishment, Reinstatement and Enhancement Works to Large Scale Void Properties		500	500	500
WHQS Fees & Consultancy		0	0	636
All Areas (Internal & External) - DLO Non Trad		1,438	1,438	0
All Areas (Internal & External) - Contractor Non Trad		1,279	1,279	0
WHQS - EV Internal - DLO		1,496	1,496	4,970
WHQS - LRV Internal - DLO		2,021	2,021	3,837
WHQS - URV Internal - DLO		3,627	3,627	2,625
Energy Efficiency Grant (Match Funding)		1,000	1,000	0
Garages		500	500	500
WHQS (Delivery Team)		1,692	1,692	0
Contingency		1,000	1,000	1,000
EXPENDITURE TO SUMMARY	73	15,553	15,553	27,500