

REGULATORY COMMITTEE

28 JANUARY 2010

APPENDIX 'A'

REVENUE ESTIMATES 2010/11

REGULATORY FUNCTIONS

ANNUAL ESTIMATES 2010/11

1. INTRODUCTION

- 1.1 The report sets out the estimates for the Council's regulatory functions.
- 1.2 Equality impact assessments have been prepared for the services delivered by this Committee, and these are available on the Council's web-site. These assessments are reviewed for relevance to race, ethnicity, disability, age, and gender equality every 3 years in line with statutory obligations.
- 1.3 A fresh equality impact assessment will be required where a development in policy (e.g. a savings target) is included in the draft estimates. These will be prepared by the Budget Manager for the service at the appropriate time.
- 1.4 The fees and charges proposed for this group of services do not represent a material change in policy. Therefore, an equality impact assessment on the impact of the proposed increases in fees and charges has not been constructed. All fees and charges are kept under regular review.
- 1.5 An Equalities Impact Assessment for the overall budget process is attached at Annex 4.

2. REVISED ESTIMATES 2009/10

- 2.1 The revised estimates for 2009/10 have been prepared on a similar basis to the original estimates. The major income and expenditure variations on the original budget are listed below:

Table 1 – Variations from 2009/10 Original Budget	
	£000
Original 2009/10 Budget	42
<u>Taxi Licensing</u>	
▪ Increase in Document Management System recharge	2
▪ Reduction in income due to lower number of licences	3
Other net changes	1
Revised 2009/10 Budget	48

- Taxi Licensing
- 2.2 A majority of the records generated by this service are now scanned using the Councils Document Management System. Following a reassessment of the level of work undertaken, the recharge to this service has increased and now represents a fairer charge for the amount of work undertaken by that section.
- 2.3 Income is estimated to be lower than originally anticipated. This is due to a reduction in the number of licenses being issued for both licensed hackney carriages and private hire vehicles.

3. ESTIMATES FOR 2010/11

- 3.1 Other than minor adjustments to support service recharges to reflect time spent by various departments on these budgets, there are no significant changes to either budget for 2010/11.

4. FEES AND CHARGES FOR 2010/11

Council Policy

- 4.1 As part of the resolutions that accompanied the approval of the Financial Forecast, the Council also required each Committee to consider increasing the contribution that users make to the cost of services (where it is lawful to do so) when undertaking their next review of fees and charges. Income generation is an important part of the strategy to achieve the revenue reduction target and a minimum increase of 3% above inflation has been applied to services where practical.
- 4.2 The October meeting of the Council considered the annual review of the Constitution and approved a number of changes. A change to the policy framework for fees and charges was approved. Officers already had delegated authority to alter some fees, charges and prices without reference to Committee but the Council has now extended this authority to cover all charges. The reason for this amendment was to respond more quickly to changes in market conditions, our needs, changes in tax rates and so on. Nonetheless, the annual review of charges still remains an important part of the overall budget setting process and the policy framework for service provision in general.

Taxi Licensing - General

- 4.3 The Council is entitled to set charges that recover the full costs of providing all licensing functions (other than those set by statute). However, this is not achieved at present. A review of the taxi licensing fees and charges has been undertaken in an attempt to generate additional income without putting too much pressure on the taxi trade. Some prices have been frozen for next year, others have been increased by between £5 and £10. Overall these changes represent a 3% increase in the anticipated income from taxis for next year which is in line with current Council Policy

Taxi Licensing – Operators Fees

- 4.4 At a meeting of the Licensing Committee on 27 May 2004, Members considered an objection to the increase in the Private Hire Operator's licence fee. It was resolved that a review be carried out to assess the possibility of using a sliding scale of fees for the licence and renewal of Operator's licences and a sliding scale was introduced accordingly.
- 4.5 A review of this sliding scale of charges has now been undertaken and, in an attempt to balance the amount of work undertaken with their associated costs, it is proposed to lower the top tier of charges from over 50 vehicles to over 40 vehicles. Only 1 of the 28 Private Hire Operators currently registered with the Council has over 40 vehicles - this operator currently has 97 vehicles on its books, 39 of which were Private Hire at the time of the last audit. With an increasing number of drivers switching to Hackney Carriage licences it is anticipated that this change to the fee structure will not affect them at this time.

- 4.6 Section 70 of the Local Government (Miscellaneous Provisions) Act 1976 requires that any alteration in Operator Licensing fees must be publicly advertised prior to implementation. However, where objections are received they must be considered by Members before the increase is implemented.

Other Licences

- 4.7 Annual licence fees relating to animals have been increased by varying degrees. These increases reflect the amount of time spent on these functions, and move towards them being provided on a break even basis.
- 4.8 Registration Fees for Ear Piercing, Electrolysis, Tattooing and Acupuncture have increased by 13% for 2010/11.

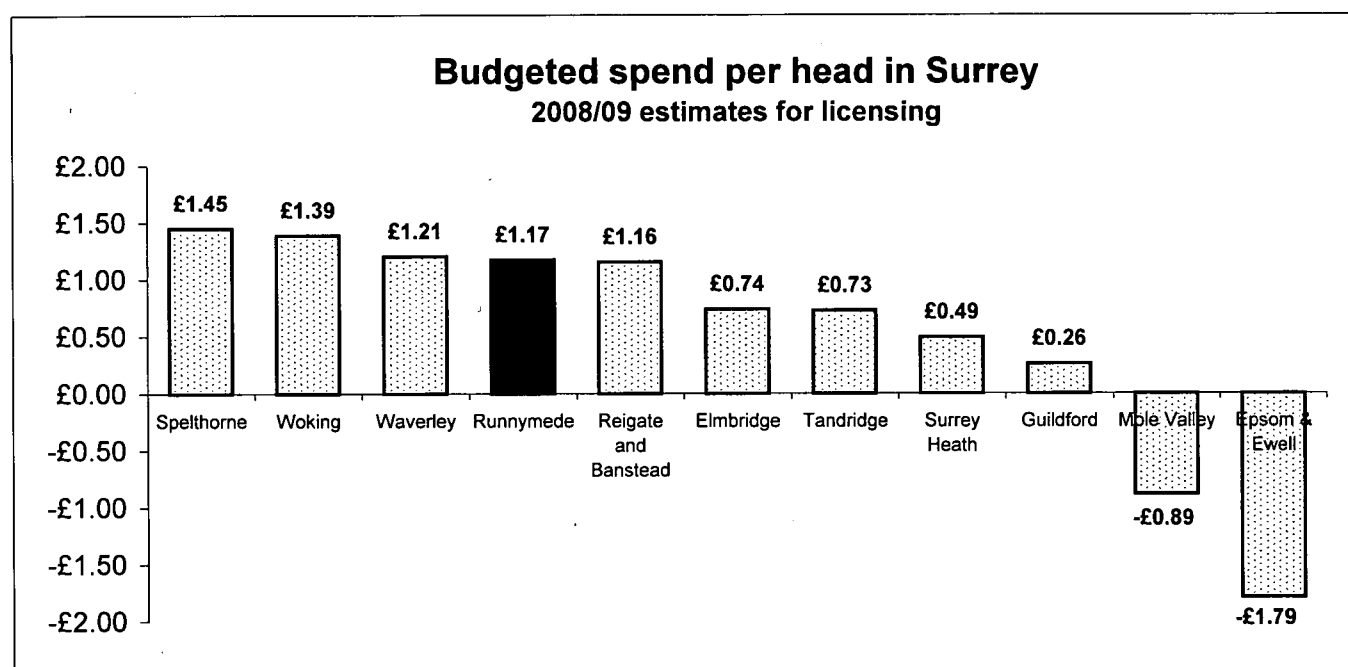
5. COMPARISON WITH THE FINANCIAL FORECAST

- 5.1 There are no new spending commitments or new savings identified since the publication of the Forecast:

REGULATORY COMMITTEE

BUDGET FOR THE YEAR ENDING 31st MARCH 2011

	<u>2008/09</u> Actual £	<u>2009/10</u> Estimate £	<u>2009/10</u> Probable £	<u>2010/11</u> Estimate £
<u>SUMMARY</u>				
Taxi Licensing	14,095	12,900	18,200	12,400
Other Licences	32,150	29,100	29,400	30,500
Net Expenditure	46,245	42,000	47,600	42,900



The costs included in the above chart relate to all licensing and regulatory functions. All figures taken from the General Fund Revenue Accounts Return submitted to the DCLG.

TAXI LICENSING

BUDGET FOR THE YEAR ENDING 31st MARCH 2011

	<u>2008/09</u> Actual £	<u>2009/10</u> Estimate £	<u>2009/10</u> Probable £	<u>2010/11</u> Estimate £
<u>EXPENDITURE</u>				
<u>Employees</u>				
Salaries	58,300	60,000	60,000	58,500
Training and Recruitment	663	600	600	600
<u>Premises Related Expenses</u>				
Taxi Bay Rentals, etc	320	2,000	1,700	1,700
<u>Transport Related Expenditure</u>				
Travelling and Subsistence	1,573	1,700	1,700	1,800
<u>Supplies and Services</u>				
Furniture & Equipment	1,268	1,000	1,400	1,200
General Office Expenses	1,135	1,800	1,500	1,400
Communication and Computing	1,398	1,600	1,700	1,700
Consultants and Fees	5,538	5,200	5,200	5,200
<u>Support Services</u>				
Financial Services	2,800	2,900	2,900	3,900
Information Technology	8,300	8,600	10,400	10,200
Personnel Services	1,400	1,700	1,700	1,700
Office Accommodation	11,200	11,200	11,200	11,200
Customer Services	4,200	4,600	4,600	3,700
Legal and Admin Services	5,000	5,200	5,200	5,300
Technical Support Services	900	900	900	1,000
Gross Expenditure	103,995	109,000	110,700	109,100
<u>INCOME</u>				
Taxi Licences	85,445	91,800	88,500	92,700
Costs Recovered (CRB Checks)	4,455	4,300	4,000	4,000
Gross Income	89,900	96,100	92,500	96,700
Net Expenditure / (Surplus)	14,095	12,900	18,200	12,400

TAXI LICENSING

SERVICE DESCRIPTION

Budget Manager:	Head of Environmental Protection - Mr. D Speight
Service Function:	Taxi and Private hire vehicle and driver registration and inspection.
Legal Status	Local Government (Miscellaneous Provisions) Acts 1982 (mandatory) and miscellaneous other Acts
Policy Objectives	To meet statutory responsibilities in a cost effective manner. To examine incentives to encourage provision of taxis capable of transporting disabled people. To apply the Best Value Performance Plan approved January 2002.

BUDGET VARIATIONS

	<u>2009/10</u> Probable £	<u>2010/11</u> Estimate £
2009/10 Original Estimate	12,900	12,900
Allowance for inflation		200
Salaries - Changes in staffing allocations and reduced pay awards		(1,800)
Financial Services - Internal Audit planned for 2010/11		1,000
Information Technology - Increase in recharges	1,800	1,600
Customer Services - Reduced Front of House recharge		(900)
Income - Variations in the number of licences issued	3,300	(900)
Other net changes	200	300
2009/10 Probable Outturn	18,200	
2010/11 Estimate		12,400

SERVICE STATISTICS

	<u>2008/09</u> Actual	<u>2009/10</u> Estimate	<u>2009/10</u> Probable	<u>2010/11</u> Estimate
Number of:				
Hackney carriages	108	108	113	113
Hackney carriage drivers	94	94	101	101
Combined hackney carriage and private hire	26	26	28	28
Private hire vehicles	125	125	116	116
Private hire drivers	145	145	128	128
Private hire operators	21	21	21	21

OTHER LICENCES

BUDGET FOR THE YEAR ENDING 31st MARCH 2011

	<u>2008/09</u> Actual £	<u>2009/10</u> Estimate £	<u>2009/10</u> Probable £	<u>2010/11</u> Estimate £
<u>EXPENDITURE</u>				
<u>Employees</u>				
Salaries	18,200	15,400	15,400	14,900
<u>Transport Related Expenditure</u>				
Travelling and Subsistence	1,100	900	900	800
<u>Supplies and Services</u>				
Communications & Computing	162	200	200	200
Services & Expenses	1,734	1,000	1,200	1,000
<u>Support Services</u>				
Financial Services	2,500	2,500	2,500	3,500
Information Technology	700	500	500	500
Personnel Services	200	200	200	200
Office Accommodation	1,700	1,700	1,700	1,700
Customer Services	600	700	700	500
Legal and Admin Services	9,600	10,500	10,500	11,200
Technical Support Services	600	600	600	500
Gross Expenditure	37,096	34,200	34,400	35,000
<u>INCOME</u>				
Fees and Licences	4,946	5,100	5,000	4,500
Gross Income	4,946	5,100	5,000	4,500
Net Expenditure / (Surplus)	32,150	29,100	29,400	30,500

OTHER LICENCES

SERVICE DESCRIPTION

Budget Manager:	Head of Environmental Protection - Mr. D Speight
Service Function:	Animal welfare licensing; registration fees; caravan site licensing; charity collections and goods vehicle operator licensing
Legal Status	Local Government (Miscellaneous Provisions) Act 1982 (mandatory) and miscellaneous other Acts
Policy Objectives	To meet statutory responsibilities in a cost effective manner. To apply the Best Value Performance Plan approved January 2002.

BUDGET VARIATIONS

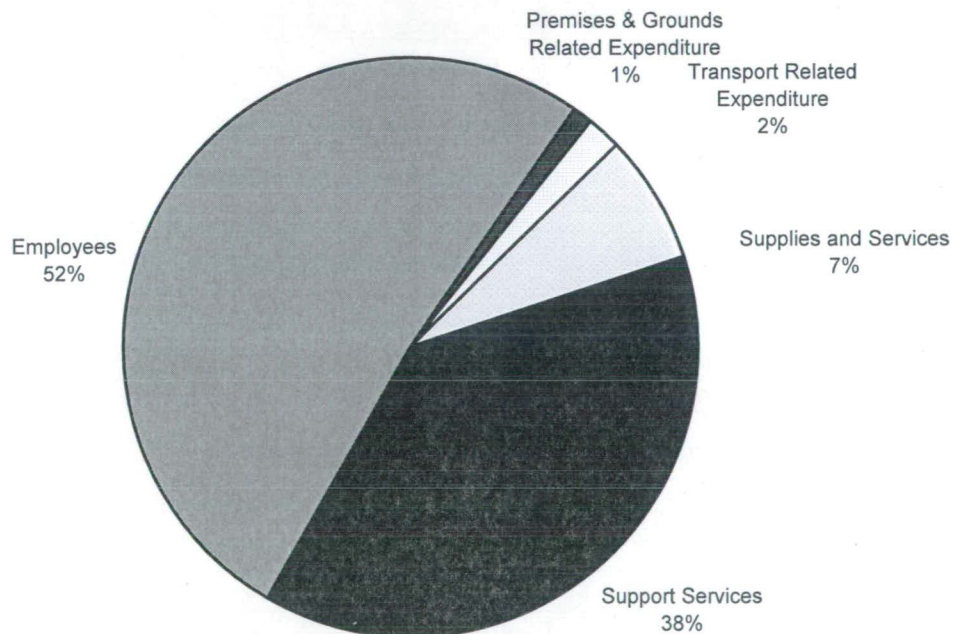
	<u>2009/10</u> Probable	<u>2010/11</u> Estimate
	£	£
2009/10 Original Estimate	29,100	29,100
Allowance for inflation		100
Financial Services - Internal Audit planned for 2010/11		1,000
Other net changes	300	300
2009/10 Probable Outturn	29,400	
2010/11 Estimate		30,500

REGULATORY COMMITTEE

SUBJECTIVE ANALYSIS

	<u>2008/09</u> Actual £	<u>2009/10</u> Estimate £	<u>2009/10</u> Probable £	<u>2010/11</u> Estimate £
<u>EXPENDITURE</u>				
Employees	77,163	76,000	76,000	74,000
Premises & Grounds Related Expenditure	320	2,000	1,700	1,700
Transport Related Expenditure	2,673	2,600	2,600	2,600
Supplies and Services	11,235	10,800	11,200	10,700
Support Services	49,700	51,800	53,600	55,100
Gross Expenditure	141,091	143,200	145,100	144,100
<u>INCOME</u>				
Fees and Charges	94,846	101,200	97,500	101,200
Gross Income	94,846	101,200	97,500	101,200
Net Expenditure	46,245	42,000	47,600	42,900

Expenditure Analysis 2010/11



FEEES AND CHARGES

TAXI LICENCES

	2009/10 £	2009/10 £ (VAT increase)	2010/11 £	Yield £
Taxi and Hackney Carriage Licensing Fees (Outside Scope of VAT)				
Hackney Carriage/Private Hire Vehicle Licence	180.00		185.00	40,400
Temporary Hackney Carriage/Private Hire Vehicles for period of 14 days extendable to 28 days when the licence is for a replacement vehicle provided by a specialist company while accident damage repair is carried out on a licensed Hackney Carriage or Private Hire Vehicle	105.00		110.00	
Changes to licence				
Change of vehicle during the licensing period (i.e. transfer to replacement vehicle for balance of licence period - existing plate must be returned)	105.00		110.00	6,000
Change of vehicle licence type during the licensing period (e.g., from Hackney Carriage to Private Hire)	105.00		110.00	
Change of ownership of a licensed vehicle during the licensing period	105.00		110.00	
Change of vehicle registration number during the licensing period (if not part of change of ownership)	105.00		110.00	
Change of drivers licence during the licensing period (e.g., from Private Hire to Hackney Carriage drivers licence)	80.00		80.00	
New Applications				
Hackney Carriage Drivers Licence (New application) including DVLA check	220.00		230.00	5,200
Private Hire Drivers Licence (New application) including DVLA check	220.00		230.00	
Joint fee for preceding 2 items (New application) including DVLA check	240.00		240.00	
Renewals				
(including DVLA check where applicable)				
Hackney Carriage Drivers Licence (Renewal)	130.00		140.00	31,300
Private Hire Drivers Licence (Renewal)	130.00		140.00	
Joint Fee for preceding 2 items (Renewal)	160.00		160.00	

FEES AND CHARGES

TAXI LICENCES

	2009/10 £	2009/10 £ (VAT Increase)	2010/11 £	Yield £
<u>Private Hire Operators Licence</u>				
1 vehicle owner/driver	165.00		170.00	
2 - 5 vehicles	180.00		190.00	
6 - 20 vehicles	270.00		280.00	
21 - 40 vehicles	360.00		370.00	
Over 40 vehicles	520.00		535.00	6,700
<u>Other Fees, Charges and Licences</u>				
Failure to keep appointment / comply with renewal procedures	50.00		50.00	
Knowledge test re-take	50.00		50.00	
Charge for self adhesive vehicle licence plate	10.00		10.00	
Driver's Badge Deposit	50.00		50.00	500
Copy of Licence	25.00		25.00	
New drivers information pack (refundable on application)	10.00		15.00	
<p>Any change of vehicle during the licensing period will be charged at the appropriate vehicle licence rate. Credit will not be given for unexpired period of vehicles or drivers licences if the licence is surrendered.</p>				

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BUDGET ASSUMPTIONS 2010/11

1. Format of estimates

The Budget Book shows the detailed financial estimates for each service area or activity, and information on service levels and policy aspirations. The aim is to allow Members and other readers to compare the level of the budget to a range of qualitative and quantitative output measures.

2. Financial strategy

The Council approved the Financial Forecast in December 2009. The Forecast is a key financial planning tool and it sets out our medium term financial strategy. It includes the programme for achieving savings targets and the financial impact of other anticipated changes in budgetary provision at service level.

The Financial Forecast sets out the financial challenges that the Council faces. In the past, when the Council had larger revenue reserves and capital receipts, it could face an uncertain future with some confidence that it had the financial flexibility to meet additional costs or phase in the necessary revenue reductions over a medium-term timescale. Now that these reserves and receipts have been spent or committed, that flexibility is no longer available.

In September 2009, the Council set a target for achieving savings of £1.5m, £847,000 of which remains to be identified. A series of thematic service reviews have been established to decide which areas of the budget are to be reduced in order to produce a sustainable budget over the next five years. Furthermore, the Financial Forecast identified a number of risks to the medium-term financial strategy. It will be necessary to create further savings if there are unfavourable outcomes in respect of the identified risks, or for other factors, that result in significant additional cost or reduced income.

These estimates include only those revenue reductions that have already been approved by the Council and that have a reasonable possibility of being delivered in 2010/11.

3. Comparative statistics

The Audit Commission encourages local authorities to look at how costs compare to others as a starting point in value for money assessments. This analysis should not be an over complicated process that seeks perfect comparisons but a high-level exercise taking an overview of service costs. For this reason, a series of high-level cost comparisons (at 2009/10 estimated costs) have been included in the draft estimates that compare Runnymede to the other Surrey district councils. These comparisons are based on original estimates and are taken from the "General Fund Revenue Accounts Return" that all authorities have to complete and submit to the DCLG.

4. Capital charges

The assets used in the provision of services comprise the land and buildings, and vehicles and equipment used by each service. The accounting charges for these assets – the capital charges – are shown as a separate line on each relevant service page. The capital charges in the budgets include

- Depreciation, and
- A notional interest charge to represent the cost of capital tied up in a service

It should be noted that a notional interest charge is not a generally accepted accounting practice for financial reporting purposes and therefore has to be "reversed out" when we report performance in our Financial Statements. However, notional interest remains a valid management accounting tool and we have decided to continue using it in our estimates in order that the full cost of capital can be recognised. The net impact on council tax of these accounting charges is neutral because a corresponding credit for all capital charges is made in the General Fund Summary statement.

5. Staff costs: Pay assumptions and estimates

The estimate contained in the Salaries Budget for the July pay wards, and the actual award made, are set out below:

Year	Estimate %	Actual %
2008/09 (July 2008)	2.5	3.0
2009/10 (July 2009)	2.0	1.0
2010/11 (July 2010)	0	-

However, the estimates in the **service budgets** for 2009/10 and 2010/11 have been compiled using a different percentage rate. This is because the detailed pay estimate and associated salary allocations shown in the service budgets are calculated early in the estimate preparation process. The final decision on an appropriate estimate for the next pay award is made later in the Budget setting process. There is simply not time to go back and recalculate all the salary allocations. Instead, the budgetary impact of this decision is reported in the salaries and employers costs budgets held by the Corporate Management Committee.

The original estimates in the **service budgets** for 2010/11 assume a local inflationary pay increase of 0.5% effective from July 2010. In September 2009, the Corporate Management Committee decided to suspend performance related pay for two years starting April 2010. Provision is made for staff progression through the pay scales, subject to satisfactory performance, only up to the maximum of the salary grade. The impact of this is included in the service budgets. On 26 November 2009, the Corporate Management Committee resolved that, notwithstanding the level of any national pay settlement, there be no local pay increase in July 2010 and July 2011, and that the Council budgets accordingly. It has not been possible to reflect this change in the service estimates at this stage. Therefore, the budgetary impact of this decision is reported in the salaries and employers costs budgets held by the Corporate Management Committee.

Furthermore, Members will often find that estimated staff costs reported in service budgets for 2010/11 is less than the original estimate for 2009/10. This is because the original estimates for staffing costs in the service budgets for 2009/10 assumed a local inflationary pay increase of 3% effective from July 2009 and a provision for performance related pay. The global provision was then set at 2%. However, the actual pay award for July 2009 was 1% (slightly more for lower paid staff). Since then, the performance related pay scheme has also been suspended from April 2010. Therefore, all things being equal, staffing costs in the service budgets will be lower in 2010/11. There may be other reasons for movements in staffing costs including changes in allocation of staff time (to represent changes in service provision) and the impact of staff turnover. Where significant, these changes are separately identified in the Budget Variations tables for each service.

6. Staff time allocations

Staffing costs represent the largest single controllable cost item in the Council's budget. Salary budgets are reported to and controlled by the Corporate Management Committee.

Staff costs also represent a significant cost for each service. Therefore, each year Budget Managers make an assessment of the time that their staff spend on each service area. These percentage time allocations are then used to calculate the cost of staff time allocated to a service. The time allocations will reflect changes in service priorities and policies, demand factors, and staff and workload reorganisations. This is normal in a dynamic organisation.

Therefore, there will inevitably be changes at most service levels. As far as possible, the reasons for changes are identified in the 'Budget Variations' table for each service. There will also be other reasons for variances between the years that are not simply explained by the level of pay increase. For instance, the salary level of a new member of staff can be very different to the salary of the employee previously in that post.

7. Staff costs: Pension contributions

The salary and wages allocations to services all include the employer contributions towards the current cost of the pensions of those staff. For the 2008/09, 2009/10 and 2010/11 financial

years, the employer pension contribution rate is 16.3% of pensionable pay (this equates to an average of 14.1% of gross pay).

8. Strategic maintenance programme

The first five-year programme of repairs, planned maintenance and improvement works to the corporate property portfolio commenced in April 2003. The second five-year programme should have commenced in April 2008. However, a new programme was not constructed. A report made to the Economic Development Committee on 6 November 2008 set out the proposed strategy for the management and maintenance of corporate property, including investigating a joint-working partnership with Spelthorne Borough Council. The report also identified that the programme would be overspent in 2008/09, and that this would be recovered by a reduced planned maintenance spend in 2009/10.

Regretfully, progress on developing a new 5-year programme of works has been slow. The detailed survey of all corporate property had not been completed at the time of preparation of these estimates. The intention is to submit a report to the Economic Development Committee that contains a fully costed programme for the reactive and planned maintenance of all corporate property. In the meantime, the estimates for 2010/11 have been constructed by simply repeating the current year budgets

The programme is financed from revenue, with improvement works met from capital resources. To simplify control and management, and to provide transparency about the scale of the programme, service budgets include the estimated cost of all the works (i.e. both capital and revenue financed). A global adjustment is made in the General Fund Summary Revenue Account to account for the proportion financed from capital resources.

9. Runnymede Civic Centre

There was inevitably volatility in running costs of new Civic Centre during the early period of occupation of the new offices and closure of the old offices. The open plan design and other working arrangements of the new Civic Centre are very different compared to the old offices, and a new methodology was necessary to charge this overhead to services. Therefore, it is not possible to make valid comparisons of office accommodation costs in the service budgets between 2008/09 results and estimates for 2009/10 and 2010/11.

The revenue budget for the Civic Centre is reported to the Economic Development Committee, where control and accountability for the overall cost of the Civic Centre is held.

10. Computer Services allocations

The budget for computer services is held by the Corporate Management Committee. The budget holds the cost of all the computer services and systems used by the Council. These costs are allocated to services based on a number of factors including:

- Direct costs of licences and software maintenance.
- A 'service charge' for PCs, laptops and other specific equipment used.
- Management and Operator time spent on systems.

A significant cost element of the service is the capital charge made to cover the depreciation and notional interest on equipment and software purchases. The capital charge used in the original estimate for 2009/10 was based on the sum and assumed purchase date of equipment renewals contained in the capital programme at that time (matters were complicated by the move to the new Civic Centre). The actual need, and subsequent provisions in the capital programme, was significantly lower. Therefore, the capital charge included in the probable estimate for 2009/10 (and estimate for 2010/11) is significantly lower than the charge made in the original estimate for 2009/10.

Normally we try not to change allocations in the year to avoid confusion and to instead concentrate on identifying real variations in cost and income. However, this is a significant change and best dealt with as soon as possible. The 'budget variations, table in each service budget identifies the changes in detail.

11. Safer Runnymede

With all the new technology brought about by the move to the new Civic Centre, and the need to generate additional income, a thorough overhaul of the recharging system to other Council services has been undertaken in order to create a more businesslike approach that can be applied to both internal and external customers. The new recharging regime is intended to cover the costs of the equipment with an allowance for the staff time in operating the equipment necessary to deliver the agreed service. Internally a fixed scale of charges applies. Externally, these charges will form the starting points for negotiations with potential clients. The new charges encompass:

- Direct Salaries: Allocations of time spent on specific services not covered by those items below.
- CCTV charges: Individual costs of maintenance and replacement for each type of camera, costs associated with the communication method used, and a CCTV monitoring charge.
- Alarm receiving: A fixed cost per alarm covering the cost of connection, alarm receiving and subsequent maintenance as agreed with the client.
- Out of Hours: Receiving calls and reacting as agreed with the client
- Lone Workers: An annual charge for keeping in touch with and/or monitoring lone workers during the course of their duties.
- Other: Direct costs of specific services.

12. Energy (gas and electricity) budgets

Energy costs have proved very volatile in recent years. The estimates for 2009/10 included significant additional sums to reflect the increase in prices at that time. However, it has been possible to strike a deal that will significantly reduce some energy (gas and electricity) costs from October 2009 for a period of one year. Regrettably, there is no guarantee that when these supplies are re-tendered next year that the cost reduction will hold. The energy tendering process does at least allow the Council to lock into competitive commercial prices at the time of retendering. However, at least for a year, there are short-term savings and these are included in the revised estimates for 2009/10 and draft estimates for 2010/11.

13. Inflation assumptions

An important element of our forecasting and budget setting is estimating the impact of inflation. The following table shows inflation indices over the past years:

Year to:	Retail Price Index %	Consumer Prices Index %	Average Earnings %
March 2005	3.2	1.9	4.3
March 2006	2.4	1.8	4.5
March 2007	4.8	3.1	3.5
March 2008	3.8	2.5	4.5
March 2009	-0.4	2.9	1.4

The Retail Price Index (RPI) for November 2009 was 0.3% and the Consumer Prices Index (CPI) inflation measure was 1.9%. The inflation indexes are likely to be volatile in the next few months. For instance, the RPI for September 2009 indicated annual inflation of minus 1.4%, but the Consumer Prices Index (CPI) inflation measure was plus 1.1%.

CPI is a measure of core inflation, which excludes volatile energy and food prices, and rose from 1.8% to 1.9% in November. The rise in was broadly in line with the Monetary Policy Committee forecasts, which show CPI rising in early 2010 before falling again as weak demand persists. The RPI, which includes mortgage interest payments, returned to positive territory at 0.3% in November.

The Financial Forecast illustrated that the outlook for inflation remains uncertain and allowed for general inflation on contracted and other services averaging 1%, and 0.5% for pay (subsequently changed to 0%), in 2010/11. The assumptions used in the detailed preparation of estimates for 2010/11 are:

Inflation assumptions used in compiling the 2010/11 estimates	
Salaries (from 1 July 2010)	0%
Wages	0% from the appropriate pay review date
Business Rates	-1.4% (also new valuation list effective from 1 April 2010)
Other expenses	0% or as appropriate
Contracted services	1.0% or as appropriate

14. Capital charges and investment income

	<u>2009/10</u>	<u>2010/11</u>
Assets valued at:		
Historic cost (e.g. infrastructure assets, community assets)	4.70%	4.70%
Current cost (e.g. operational assets, investment properties)	3.50%	3.50%
Investment interest – average rates	3.50%	3.00%

15. Income

Income from fees and charges is based on estimated demand and the tariff set out in the fees and charges schedule.

The standard rate of VAT was reduced to 15% for the period 1 December 2008 to 1 January 2010. Where possible, our schedules of fees and charges were revised to reflect the new standard rate of VAT. The draft estimates presents schedules of fees and charges that show the changes resulting from these changes, as well as the routine annual review of charges. Only standard-rated sales are affected. There were no changes to sales that are zero-rated or reduced-rated for VAT. Similarly, there were no changes to the VAT exemptions.

16. Support Service Costs

The "Best Value Accounting Code of Practice" requires the cost of overheads to be allocated to those services that use that overhead. The following table shows the categories used in the Budget Book and the basis upon which each support service has been allocated.

Category	Element of service	Basis of allocation
Financial Services	Financial advice	Time allocations
	Income and expenditure accounting	Number of cost codes
	Budgeting and final accounts	Turnover
	Cash collection and accounting	Number and type of transactions
	Payroll services	Number of employees
	Payments to creditors	Invoices processed
	Debtors accounting and collection	Number of bills, and time allocations for recovery work.
	Procurement services	Estimated usage

Category	Element of service	Basis of allocation
Information Technology	Computing services	Estimated usage / Number of terminals / Time allocations
	Document management	Estimated usage
	Post Room Management	Estimated and potential usage
	Runnymede On-line	Estimated usage/No. of terminals
Personnel services	Personnel services	Number of employees
Office accommodation	Runnymede Civic Centre	Number of employees based at the Civic Centre
Customer Services	Customer Services	Estimated usage
Legal & Administration	Legal, Administration, Valuation, Committee sections	Estimated time spent by staff
Technical support services	Building and engineering services	Time allocations
	Administration section	Time allocations
	Geographical Information Service	Estimated usage
	Safer Runnymede	Time allocations & No. of cameras
Depot Recharge	Chertsey Depot	Area occupied
Runnymede Direct Services		Estimated usage
Other managerial and professional services		Estimated time spent by staff

EQUALITY IMPACT ASSESSMENT

SERVICE:- 2010/11 Budget	LEAD OFFICER:- Director of Finance
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SERVICE OBJECTIVES:-

- To consider the resourcing of the Council's spending plans;
- To approve a budget for 2010/11;
- To approve the Council's fees and charges for 2010/11;
- To approve the Council Tax for 2010/11.

Does the service involve, or have consequences for, any of the people served or employed by Runnymede? Yes

If so, please state for whom:

e.g. Staff in "... section / residents in receipt of benefits / users of "... service

The Council Tax that is levied has an impact on all Council Taxpayers. Changes in service provision will have an impact on staff and the users of the service. In some cases (e.g. refuse collection) the service impact may affect all residents. In other cases the service impact is restricted to specific users or client groups.

Could the service be delivered differently because of people's racial group, ethnicity, disability, gender, religion, belief, sexual orientation or age, for example, because they have particular needs, experiences or priorities?

Disability	<input type="checkbox"/> Y	Age	<input type="checkbox"/> Y
Race	<input type="checkbox"/> N	Religion	<input type="checkbox"/> N
Gender	<input type="checkbox"/> N	Sexual orientation	<input type="checkbox"/> N

Do you know how these groups could be affected?if "yes", please state how (eg. Existing customer feedback , statutory constraints on your service)

- Some services are targeted at specific age or client groups. Variations (or withdrawal) of these services therefore impact directly on these groups.
- The Council makes differential charges for different age groups. Changes in these charging policies may have a disproportionate impact on people with a low income.

If "no", who will you consult to find out? How will you ensure you consult 'hard-to-reach' groups?

RESEARCH/CONSULTATION

Please give details of any consultation the service has already undertaken to establish that it is accessible for all members of the community. This might include feedback when work has been completed for tenants, or Residents' panel feedback or regular service reviews.

Unless specifically identified in the budget report, the budget reflects the approved level of service that has already been the subject of an equalities impact assessment (EIA). Staff pay and conditions have also been the subject of a separate equality audit. Where the budget includes significant proposals to vary the service (including a variation in fees and charges), these are supported by a separate EIA in each case.

The Sustainable Community Strategy and Corporate Plan 2009 and the Council's financial strategy, as expressed in the Financial Forecast and Budget Report, are public documents and can be readily accessed by all residents and partners. The financial strategy is also publicised in the Council's magazine, Runnymede Voice, and through the local press.

Consultation on the Council's financial strategy has taken place with business ratepayers, housing tenants and the Runnymede Citizens' Panel. The Council also has close links with local groups, with whom it consults on specific issues, e.g. Age Concern Runnymede, Runnymede Citizens' Advice Bureau, Runnymede Disability Liaison Group.

The Council makes use of population statistics, benchmarking data and performance indicators to inform decisions on the services it provides.

IMPACT ASSESSMENT

From the data you have available, is it possible to establish whether any specific group might be more adversely (or positively) affected than others, consider what the potential impact might be. Could the policy lead to direct or indirect discrimination? If you don't know, it may be that you need to undertake more consultation to find out.

It is often helpful to review the impact under the headings of the different equality strands, ie. Race/disability/gender/age/religion or belief/sexual orientation/age.

To help reduce the burdens on various disadvantaged groups, concessionary rates are available on a range of non statutory charges and, in addition to this, each chief officer has the authority to waive or reduce some charges where warranted. All fees and charges are kept under regular review.

DOES THE POLICY REQUIRE AMENDMENT OR RE-CONSIDERATION?

Either outline changes required or indicate why none are necessary.

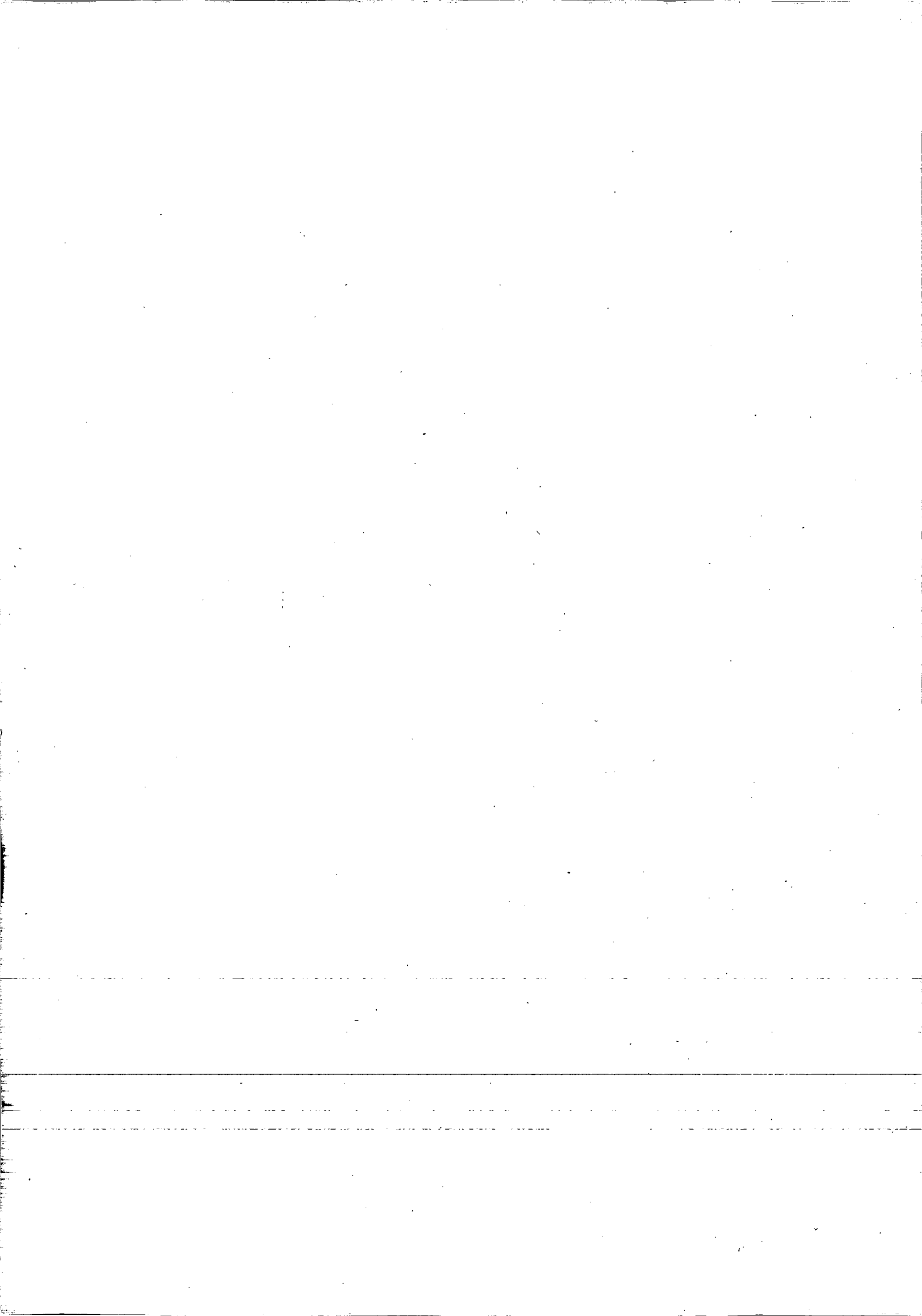
The Council's financial strategy is intended to balance the needs of Council Taxpayers and users of council services within the financial constraints imposed by the Government's restriction on the level of Council Tax. This is reviewed regularly each year, particularly when the Council considers the Financial Forecast in October and the budget in February.

What actions or changes will you feed into your service as a result of this EIA?

This might include improving data collection in order to give a clearer picture of your service-users. It may include, for example: physical adjustments to a building, arranging for information to be sent out to individuals in alternative formats or languages, meeting with people face-to-face to explain your service, consulting with a wider group of people to understand how your service is received and its impact on them.

The Council plans to conduct a wider budget consultation exercise next year, following the outcome of the service review programme.

Date completed: 10 December 2009



RUNNYMEDE BOROUGH COUNCIL**LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 - SECTION 65****HACKNEY CARRIAGE FARES**

Notice is hereby given that Runnymede Borough Council, in accordance with Section 65 of the Local Government (Miscellaneous Provisions) Act 1976, intend to vary the "Table of Fares" for Hackney Carriages with effect from Thursday 1 April 2010.

The Proposed Table of Fares is as follows (changes are in bold):

TABLE OF FARES <i>(For Hiring By Distance)</i>	
Rate 1	Daytime Rate – hiring between 6am & 10pm (except where rates 2 & 3 or 4 apply)
1 st mile set charge £3.20	Any distance not exceeding 1609m (1 mile approx.)
2nd mile £2.50 pro rata (20p increments)	If the distance exceeds 1609m but not 3217m, for each subsequent 129m or part thereof.
Then £2.10 per mile	If the distance exceeds 3217m (approx. 2 miles/£5.70) for each subsequent 153m or part thereof.
<i>Waiting Time 20p</i>	For each period of 35.3 seconds or part thereof
Rate 2	Sunday and Late Evening - hiring on Sundays or between 10 pm and midnight from Mondays to Saturdays inclusive (except where rates 3 or 4 apply)
1.25 x Rate 1	Any distance not exceeding 1609m (1 mile approx.)
Set charge min. £4.00	If the distance exceeds 1609m but not 3217m, for each subsequent 103.2m or part thereof.
2nd mile £3.10 pro rata (20p increments)	If the distance exceeds 3217m (approx. 2 miles/£7.10) for each subsequent 122.4m or part thereof.
Then £2.60 per mile	
<i>Waiting Time 20p</i>	For each period of 28.2 seconds or part thereof
Rate 3	Night and Holiday - hiring between midnight and 6 am and Bank Holidays. Also between 6 pm and midnight on Christmas Eve and New Years Eve (except where rate 4 applies).
1.5 x Rate 1	If the distance exceeds 1609m but not 3217m, for each subsequent 86m or part thereof.
Set charge min. £4.80	If the distance exceeds 3217m (approx. 2 miles/£8.55) for each subsequent 102m or part thereof.
2nd mile £3.75 pro rata (20p increments)	
Then £3.15 per mile	
<i>Waiting Time 20p</i>	For each period of 23.5 seconds or part thereof
Rate 4	Double Time Rate – hiring on Christmas Day, Boxing Day & New Years Day (double rate 1) from:- Midnight on 24 Dec to midnight on 26 Dec and Midnight on 31 Dec to midnight on 1 Jan.
2 x Rate 1	If the distance exceeds 1609m but not 3217m, for each subsequent 129m or part thereof.
Set charge min. £6.40	If the distance exceeds 3217m (approx. 2 miles/£11.40) for each subsequent 153m or part thereof.
2nd mile £5.00 pro rata (40p increments)	
Then £4.20 per mile	
<i>Waiting Time 40p</i>	For each period of 35.3 seconds or part thereof
Supplementary Charges	
30p	For each person in excess of two
30p	For each package, or article of luggage conveyed outside the passenger compartment.
30p	For each animal
Free of Charge	For each assistance dog (e.g. guide dogs & hearing dogs)
£50.00	Discretionary Soiling Charge

Important : If the journey takes the cab outside the Borough of Runnymede, the driver **MUST** still charge in accordance with the above scales unless he or she has agreed otherwise with the hirer before the journey has started.