

ABERDEEN CITY COUNCIL

COMMITTEE	Council
DATE	5 February 2015
ACTING DIRECTOR	Ewan Sutherland
TITLE OF REPORT	General Fund Revenue 2015/16 and Indicative 5 Year Budgets
REPORT NUMBER:	CG/15/18
CHECKLIST RECEIVED	Yes

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to provide Council with details of the 2015/16 General Fund Revenue budget along with indicative 5 year budgets for the General Fund.
- 1.2 These budgets are based on the current settlement information from the Scottish Government (Finance Circular 9/2014) and are therefore subject to change should an updated settlement position be announced.

2. RECOMMENDATIONS

- 2.1 It is recommended that Council:
- a) Approves the revenue budget for 2015/16 as attached at Appendix 1 of this report, along with an indicative 5 Year Budget;
 - b) Approves the continuation of a Risk Fund to mitigate against any in-year cost pressures;
 - c) Agrees to freeze the level of Council tax for 2015/16 at the same level as 2014/15;
 - d) Approves the changes to fees and charges as indicated in Appendix 7;
 - e) Approves that a sum of £2.93m be earmarked from the 2014/15 underspend to support a service redesign programme within children's services, with regular updates to be provided to committee;
 - f) Agrees that revisions to budgets for Arm's Length External Organisations (ALEOs) to reflect future pay awards be reported to Finance, Policy & Resources Committee; and
 - g) Agrees that the Council continues to retain uncommitted revenue reserves in accordance with the Reserves Strategy, which presently shows a requirement for £11.3m to be held.

3. FINANCIAL IMPLICATIONS

- 3.1 The Council has had in place a comprehensive Priority Based Budget (PBB) approach to the setting of its budget for a number of years now. This has been the platform from which all financial planning has been built.
- 3.2 Accompanying the 2015/16 budget, the Council has produced a 5 year budget outlining the financial position over this period and this has been updated to reflect a more detailed understanding of the cost pressures, financial out-turn and Scottish Government settlement figures. The latest version of the budget is based on Finance Circular 9/2014. The final settlement letter is expected in February 2015.
- 3.3 The process for determining the 2015/16 budget built on the risk based approach which had begun in previous years, to ensure that the Council continues to place itself in a strong financial position to meet the demands on its services.
- 3.4 This involved identifying cost pressures for future years and understanding the risk associated with these. They were then subject to a robust challenge process in order to remove elements of priced-in risk. The risk fund which was created in 2013/14 will continue, such that in being prudent, identified cost pressures could be set against the risk fund which Services will work on mitigating against in-year.
- 3.5 The five year position shows a net projected deficit by 2019/20 of approximately £53 million, assuming that the Council does nothing and accepts estimated cost pressures. The Corporate Management Team are identifying ways in which the Council can close this funding gap whilst maintaining its focus on improving the outcomes for our customers.
- 3.6 In setting the budget for 2015/16 the Council needs to recognise that sufficient working balances are set aside to meet any future unforeseen expenses over the 5 year period. This is of high importance given:
- The continued economic outlook for the United Kingdom and further afield;
 - The continued austerity measures being implemented by the UK government have an increased impact over the 5 year period;
 - The level of inflation that continues to be inherent within the current economic climate;
 - The impact of changing energy prices;
 - Other cost pressures arising directly from rising prices, demographic changes or additional legislative burdens placed on the Council; and
 - The uncertainty that exists for Local Government as no funding settlement is known beyond 2015/16.
- 3.7 As reported and agreed at Finance & Resources Committee on 4 October 2012 the Council has continued to set aside £11.3million as uncommitted General Fund reserves, with the express intention of ensuring that it can deal with unexpected and unplanned expenditure should the need arise.

- 3.8 In line with this approved strategy officers continue to monitor and examine the opportunities and need for increasing the level of working balances.
- 3.9 As part of the Council's year end process the optimum position will be identified and further review will be undertaken and reported in due course.
- 3.10 The numbers presented have been drafted into the form of the Council's new structure. Work continues on migrating the budgets as individual service structures are refined and confirmed **with Directors**.

4. OTHER IMPLICATIONS

- 4.1 The Council is required to set its Council Tax levels before the 11 March in the financial year preceding that for which it is set as governed by the Local Government Finance Act 1992.

5. REPORT

- 5.1 The budget proposals being recommended by officers is summarised in the table below and broken down further in Appendix 1 of this report:

<u>Note</u>	<u>Funding</u>	<u>£</u> <u>million</u>
1	General Revenue Grant	122.122
1	Non Domestic Rates	217.237
2	Council Tax	<u>102.903</u>
		442.262
	Add:	
	Trading Services/Other Grants	<u>13.303</u>
	Total Funding	455.565
	<u>Projected Expenditure</u>	
	Current Estimated Spend	455.565
	Total Projected Expenditure	<u>455.565</u>
	Net Spend	<u>0</u>
3	Risk Fund	<u>5.541</u>

Note 1 – This is the total funding notified to the Council per the current Finance Circulars available based on Non Domestic Rates and General Revenue Grant (GRG). The GRG figure is represented by £110.871m GRG plus £11.251m for the 85% floor. No allowance has been made for any additional Business Rates Incentivisation Scheme (BRIS) income.

Note 2 – A review of Council Tax has been undertaken and it is estimated that an increase in the number of Band D equivalent properties for 2015/16 can be anticipated.

Note 3 – The risk fund was established in 2013/14 and will continue to be earmarked for this purpose in 2015/16.

Financial Settlement Position

- 5.2 It is worthwhile noting that as part of the overall settlement agreement provided by the Scottish Government the Council has adequate budgetary provision to maintain a council tax freeze for the financial year 2015/16. The potential loss of revenue grant for not maintaining the council tax freeze would be £3.3m.
- 5.3 The commitment to maintain teacher numbers in line with pupil numbers is currently under review by the Scottish Government. The alternative is likely to be an outcomes based approach, for which further information is awaited.
- 5.4 The Council has received the Finance Circular for 2015/16 (Local Government Finance Circular no. 9/2014) and this is in line with previously reported expectations. The figures within this report reflect the funding position per the issued circular.

Council Tax Assumptions

- 5.5 The current level of council tax band D equivalent is £1,230.39 per annum. It should also be noted that this assumes:
- Council tax non-collection rates are maintained at 2014/15 levels for the 5 year period (which will be monitored closely given the impact of Welfare Reform);
 - Council tax levels are frozen at 2007/8 prices until 2016/17 when it is assumed that the charge will increase by 2% per annum, which is the Government's inflation target;
 - The number of Band D equivalent properties has been increasing in recent years and the assumed level of council tax reflects this. The budgeted income for 2015/16 has been aligned to reflect actual levels received in 2013/14. Budgeted income for 2016/17 reflects an additional 300 Band D properties, and in 2017/18 an additional 1,000 properties are expected to be inhabited.

Charging Details

- 5.6 In reviewing the detail of the 2015/16 budget proposals officers have identified a number of areas of the Council's fees and charges policies that require to be updated and approved. This will ensure that the Council acts in advance of the start of the financial year and will enable planning and assessment activity to be undertaken before changes to the charging regimes are implemented.
- 5.7 Other charging arrangements will continue to be worked on by Service officers and further reports and recommendations will require to be made during the coming year.
- 5.8 Within Environmental Services, as costs have increased, approval is required to ensure that the charges are updated to reflect this additional cost.

- 5.9 With regards to the Integrated Joint Board, in general the Social Care services are looking in detail at the arrangements for charging for services and this will be brought before the Service committee in due course. In the course of preparing the budget an area where improvements can be made, as identified by customers, is the 2-tier approach currently taken to charging for housing support (ex warden) services in the housing for varying needs properties (sheltered and very sheltered housing) The budget has been prepared to address the inequity.
- 5.10 Tenants have repeatedly raised the issue of inequality in relation to the charges for housing support (ex warden) services at the Sheltered Housing Network. The inequality being that certain tenants have an exemption from paying the housing support charges (because of length of tenancy in the sheltered complex) while more recent tenants are expected to pay a share of the costs – subject to their ability to pay.
- 5.11 To bring equity to the situation it is recommended that the Council remove the exemption with effect from 5 October 2015.
- 5.12 This will enable the Council to undertake up to 600 new financial assessments in preparation for this change.
- 5.13 It is also recommended that in order to cushion the immediate impact of this charge that the charge be phased in over a 2 year period, with tenants paying only half of the charge for a period of 12 months, and the full charge thereafter.
- 5.14 At present the charge levied to non-exempt tenants is subsidised by the Council to the value of 25%, and it is recommended that this is increased to a subsidy of 50%. The effective date for this being 5 October 2015.
- 5.15 The level of charges for housing support (ex warden) services has remained unchanged since 2006, since which time the services have been redesigned, reflecting the integration of the former sheltered housing warden and the home care services delivered to tenants in sheltered housing. Revised calculations have therefore been undertaken of the full cost of providing the services and the revised cost calculations should be used as the basis for the revised charging arrangements from 5th October 2015. These charges are reflected in Appendix 7.
- 5.16 A number of housing blocks have been changed from Sheltered to Amenity. As the telecare technology remains within these buildings, it has been decided to offer the tenants a paid response facility. Therefore, a new category of service has also now been introduced, Amenity +, for which there is no current charge and it is suggested that this be set at £5 per week with immediate effect.
- 5.17 These changes to the charging policy for housing support services will also require to be applied consistently to Registered Social Landlords (RSL) tenants who may also enjoy the exemption from charging due to housing benefit protection.

- 5.18 These changes are affordable in the context of the total social care income generated from charges for services.

Business Rates Incentivisation Scheme

- 5.19 In 2012/13 the Scottish Government introduced a Business Rates Incentivisation Scheme (BRIS). The aim of the scheme is two fold: to incentivise councils to maximize their existing business rate income; and to grow their tax base, allowing them to retain a proportion of business rates income over and above the target level of what they would otherwise be expected to raise.
- 5.20 During July and August 2014, a joint COSLA/Scottish Government Review Group met to discuss how a revised BRIS might create a more accurate incentivisation for individual local authorities while at the same time providing protection for the Scottish Government from a possible significant loss of income not connected with the incentivisation scheme.
- 5.21 It was agreed that the revised BRIS better incentivises the growth of the local tax base within a local authority area and better directly reflects the factors impacting growth that are within the local authority's control and not adversely influenced by factors completely outwith their ability to influence.
- 5.22 It is recognised, however, that the amount that the local targets will be based on will only be linked to the buoyancy element of the total estimated Non Domestic Rate Income (NDRI) for any one year. This will ensure that each authority will have the ability to influence their own local tax base without interference from other changes in NDRI outwith their control that are not linked to growth in the tax base. The Scottish Government will continue to carry the risk for variances in these other factors and underwrite any shortfalls in individual local authority's annual NDRI by providing additional General Revenue Grant as recompense. This includes the impact of any business displacement.
- 5.23 Councils will be given a local 'buoyancy target', calculated using historical average growth figures at an individual level rather than for a single year. Anything achieved in NDRI over that limit will be split 50-50 between the Council and the Scottish Government. For Aberdeen City Council, this target for 2015/16 is 1.2%, or £2.6 million.
- 5.24 There is likely to be a significant event limit of 3% above and below total NDRI for the year whereby the Scottish Government may wish to invoke the significant event for a future year's target. The triggering of a significant event should be available to an individual local authority and/or COSLA and the Scottish Government. Any proposed significant event would require to be agreed by both parties.

- 5.25 Those local authorities that did not reach their target will continue to be compensated by the Scottish Government up to the level of their agreed published distributable amount of NDRI for the year in question through increased General Revenue Grant. Any benefits gained would continue to be retained until the end of the review period assuming the additional rates income also continued during that period.

Budget Restructure

- 5.26 Budgets have been realigned to reflect the Council's new Directorate structure. Children's Services budgets are now reflected within Education & Children's Services; remaining Social Work budgets are reflected in the budget to be transferred to the Integrated Joint Board; and Housing and Environment budgets have been incorporated with Enterprise, Planning & Infrastructure budgets to form the Communities, Housing & Infrastructure budget.
- 5.27 The table below shows the net movement within each of the Service Directorates.

Budget Growth and Pressures

Net Movement By Service

	2014/15 to 2015/16 £'000	2015/16 to 2016/17 £'000	2016/17 to 2017/18 £'000	2017/18 to 2018/19 £'000	2018/19 to 2019/20 £'000
Service					
Corporate Governance	138	418	335	329	299
Integrated Joint Board	550	2,233	2,233	2,233	1,783
Education & Children's Services	7,377	6,774	3,422	2,427	2,652
Communities, Housing & Infrastructure	(140)	4,771	2,546	1,945	3,099
Office of Chief Executive	(79)	1	318	(352)	35
Council Expenses	(22)	0	0	0	0
Miscellaneous Services	3,635	5,348	6,601	3,965	4,031
Joint Boards	48	0	0	0	0
	11,506	19,546	15,455	10,548	11,899

Please note that the allocation of the above numbers to each new service is still subject to change.

- 5.28 The net movement above includes previously approved PBB service options, growth items and investment, and corporate adjustments such as realignment of rates budgets. Adjustments to reflect the new management structure have also been made. Details of the movement are attached at Appendix 3.

5.29 As part of the process officers have recognised the need for services to have investment built into their budgets to aid transformation and to address pay and price rises, as well as changes to the needs and volume of the Council's customers and citizens. Gross investment in Services is provided in more detail in the table below:

Annual Gross Investment (excluding previously agreed service options):

	2014/15 to 2015/16 £'000
<u>Current Movement</u>	
Corporate Governance	839
Integrated Joint Board	2,952
Education & Children's Services	9,357
Communities, Housing & Infrastructure	2,865
Office of the Chief Executive	20
Miscellaneous Services	4,267
Trading Services	942
	<u>21,242</u>

5.30 Appendix 2 contains details of the assumptions contained within the base budget. Some of the points included are as follows:

- A 1% annual pay award for all categories of staff for each of the 5 years (2% in 2017/18);
- An increase in the level of utility bills for the five year period to reflect increasing prices;
- A capital investment programme, incorporating the Strategic Infrastructure Plan of £398 million over the next 5 years, the detail of which is included in a separate report;
- Increased investment to reflect the increasing demographic factors impacting on the delivery of both social care and children's services;
- Increased investment in primary teachers to reflect the growing numbers of school children; and
- Increased investment in waste to ensure the delivery of the Council's waste strategy.

Details of previously agreed service options, which are still ongoing and included in the base budget, are attached at Appendix 4.

5.31 **Arm's Length External Organisations (ALEOs)**

A table is attached at Appendix 5 scheduling the financial information which is relevant for Aberdeen City Council's Tier 1 ALEOs.

- Regarding Bon Accord Care (BAC): agreement has been reached on the value that is to be placed on the commissioned services for 2015/16. Using models created by BAC the budget has been shaped to reflect a set of service delivery capacities and this provides a firm base from which to move forward.
- Aberdeen City Council has a contractual obligation with BAC regarding them retaining ACC terms and conditions for staff. Payments have been uplifted annually to reflect this.
- Regarding Sport Aberdeen, Aberdeen Exhibition & Conference Centre, and Aberdeen Sports Village, funding is based on the proposals based in their business plans. This remains at 14/15 funding levels.
- Meetings will be scheduled early in the new financial year with the other ALEOs to discuss their terms and conditions.

Service Redesign Programme

(1) Adult Health and Social Care Integration

- 5.32 The legislation that underpins Adult Health and Social Care Integration; The Public Bodies (Joint Working) (Scotland) Act, came into force in April 2014. Aberdeen City Council and its partner NHS Grampian formed a Transitional Leadership Group (TLG) in early 2014 to oversee a programme toward formal integration and work is ongoing in support of full integration of delegated services. The TLG will develop over the course of 2014/15 and 2015/16 into a shadow Integrated Joint Board (IJB) and will be formally constituted as a legal entity by April 2016 at the latest, at which time services, functions and budget will be formally devolved.
- 5.33 The legislation sets out those services from both a Local Authority and NHS Board that **must** be delegated and those services that **may** be delegated. The scope of Aberdeen City Council Adult Social Care Services and budget that are proposed to be delegated are:
- Social work services for adults and older people including commissioning budgets that fund both Bon Accord Care and external third and Independent sector provision;
 - Criminal Justice Services will remain under the line management of the Head of Adult Services and within the remit of the IJB, but with a “ring-fenced” budget;
 - Housing Aids and Adaptations.
- 5.34 Work is now taking place to finalise a draft Integration Scheme which will be the partnership agreement for the developing IJB. This is being formally consulted on and will be submitted to Council in March 2015. It is likely that this will be agreed by a Parliamentary Order in June-July 2015. In parallel to this a Strategic Plan will be developed with wide partner engagement and participation. This will set the IJB's direction of travel, ambition and delivery for its initial 3 years and, once this has been agreed, the IJB is formally constituted.
- 5.35 The current proposed budget for the services to be transferred to the IJB is attached at Appendix 6. This is still subject to final verification. It is important in the disaggregation of this budget that officers are fully aware of the inter-dependencies between adult and children's social work budgets.

Early Service Redesign Programme

(2) Reclaiming Social Work

- 5.36 The implementation of Reclaiming Social Work will transform how services are delivered to children and families in Aberdeen.
- 5.37 The model, as approved by Social Care, Wellbeing & Safety Committee in September 2013, moves the service from a model more closely identified with case management to a robust model of intervention. This means that while there will be investment in-house, there will over time be a saving in the commissioning of services. This is increasingly important as the demand for service and “children open to the service” has increased by 10.5% in 5 years. In June 2014, the number of looked after children stood at 592, a 32% increase in 10 years.
- 5.38 Given the increasing need for children’s services in the city, and the likelihood of this continuing, it is important that the necessary resources are in place to ensure the successful implementation of the model.
- 5.39 The Reclaiming Social Work model is consistent with the service’s 3 Year Business Plan, the Corporate Business Plan and the Single Outcome Agreement. In particular to:
- Improve the life chances of children, young people and families at risk;
 - Improve the healthy development of young children and their families particularly those most at risk;
 - Improve the life chances of looked after children;
 - Reduce the use of out of authority/specialist placements;
 - Children, young people and their families are supported to stay together;
 - Sustain long term change by focusing on the prevention of our reduction in health inequalities.
- 5.40 It is proposed that earmarked reserves of £2.93 million be set aside to implement the model. This resource will be used across four financial years to fund the additional staffing resources required to meet need and to allow social workers to spend more time working with children and their families. The indicative spend is:
- | | |
|---------|----------|
| 2015/16 | £740k; |
| 2016/17 | £1,260k; |
| 2017/18 | £500k; |
| 2018/19 | £430k |
- 5.41 The implementation of the model will be cost neutral within 5 years, with increased staffing costs and the increase in demand being covered by savings generated within the service as the new model is bedded in.

5.42 There are a number of target outcomes for the implementation of the model. These include:

- Improved positive outcomes for children and families;
- Increased numbers of children remaining at home with their families;
- Increased numbers of children requiring a multi-agency child protection plan;
- Reduced numbers of children being accommodated by the local authority;
- Reduction in days lost due to staff sickness;
- Reduction in staff turnover;
- Increased rigour in care planning and support to families;
- Increased consistency of service to children and families;
- Higher quality effective intervention with families;
- Increase in quality of decision making;
- Aberdeen will attract high quality candidates for employment.

6. IMPACT

6.1 As a recognised top priority the Council must take the necessary measures to balance its budget. Therefore, Services are expected to work within a financial constraint as defined by their annual budgets.

7. BACKGROUND PAPERS

Scottish Government Finance Circulars
2014/15 Monitoring Reports
Social Care, Wellbeing & Safety Committee 10 September 2013

8. REPORT AUTHOR DETAILS

Helen Valentine
Finance Manager (Projects)
hvalentine@aberdeencity.gov.uk
01224 522098

Gill Mutch
Finance Manager (Projects)
gmutch@aberdeencity.gov.uk
01224 522556

Appendix 1						
General Fund Revenue Budget 5 Year Position						
	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
Service	£'000	£'000	£'000	£'000	£'000	£'000
Corporate Governance	29,444	29,582	30,001	30,336	30,665	30,965
Integrated Joint Board	87,904	88,454	90,687	92,920	95,154	96,937
Education & Children's Services	208,025	215,402	222,175	225,597	228,024	230,676
Communities, Housing & Infrastructure	76,311	76,171	80,942	83,488	85,433	88,532
Office of Chief Executive	943	864	865	1,183	831	866
Council Expenses	2,136	2,114	2,114	2,114	2,114	2,114
Miscellaneous Services	37,784	41,419	46,767	53,368	57,333	61,364
Joint Boards	1,512	1,560	1,560	1,560	1,560	1,560
Net Cost of Service	444,059	455,565	475,111	490,566	501,114	513,014
Funding						
General Revenue Grant	(136,347)	(110,871)	(110,871)	(110,871)	(110,871)	(110,871)
Non Domestic Rates	(193,738)	(217,237)	(217,237)	(217,237)	(217,237)	(217,237)
85% Floor	0	(11,251)	(11,251)	(11,251)	(11,251)	(11,251)
Council Tax	(100,344)	(102,903)	(105,314)	(108,696)	(108,696)	(108,696)
Trading Services Surplus	(13,630)	(13,303)	(13,086)	(12,480)	(12,413)	(12,346)
Funding	(444,059)	(455,565)	(457,759)	(460,535)	(460,468)	(460,401)
Budget (Surplus)/Deficit	(0)	0	17,352	30,032	40,646	52,613

Appendix 2

Key Assumptions included in 2015/16 budget:

Corporate Governance:

£350k for **improved connectivity** especially with respect to schools;
Fairer Aberdeen Fund remains at 14/15 levels.

Integrated Joint Board:

Provision for increase in **national care home rate** (£950k);
The 15/16 base budget to be transferred to Integrated Joint Board will be the **actual costs of the service in 2014/15** plus contractually agreed uplifts;
Sheltered Housing Charges are included as per Appendix 7.

Education & Children's Services:

Provision made for an **additional 25 primary teachers** to reflect the increasing roll;
Additional budget provided for an **anticipated 2% increase in demand** for alternative family services within children's services, due to demographics.

Communities, Housing & Infrastructure:

First resident's **parking permit** reduces from £70 to £60 on 01/4/15;
Hold the **Business Permit** price at current levels, £550 pa;
Hold the **On Street** parking charges at current levels;
Charging hours for **Off street parking** terminate at 8pm (same in 14/15);
Golden Square off street charges to match the surrounding on street charges (same in 14/15);
Landfill Tax provision has been made for an increase in charge to £82.50 per ton;
Changes to fees and charges as noted in Appendix 7.
Waste contract – provision made for 2.8% uplift.

General:

£900k allowed for the payment of overtime whilst on holiday;
Price increase for **utilities**: Water (2.5%) Gas (4%) Oil (8%) Electricity (8%)
1% **pay award** in 2015/16; 1% in 2016/17; 2% 2017/18; 1% 2018/19 and 1% 2019/20.
Council Tax Income– budget for 15/16 reflects actual levels of income received in 2013/14; budget for 2016/17 reflects an increase in charges by 2% and an additional 300 houses; budget for 2017/18 reflects an additional 1,000 houses.

Appendix 3 – Details of Movement in Budget

Corporate Governance		2014/15	2015/16	2016/17	2017/18	2018/19
Budget Reconciliation		to	to	to	to	to
		2015/16	2016/17	2017/18	2018/19	2019/20
		£'000	£'000	£'000	£'000	£'000
Annual Movement		138	418	335	329	299
Represented By:						
Growth						
Staffing movements	Net staff movement in year inclusive of increments	323	274	274	274	274
ICT Contract Reviews	Net impact of contractual obligations (year 1); growth over 5 years.	158	144	61	55	25
Replacement of Network Circuits	100% of all circuits under <10 mega bytes (MB) migrated to new contract	358	0	0	0	0
Other Movements						
Transfer of Social Work Procurement Team	This team has now transferred in to the Central Procurement Unit	420	0	0	0	0
PBB Savings (previously agreed)	See attached sheet for details	(188)	0	0	0	0
Removal of one-off funding (14/15 only)	Awaiting allocation for Discretionary Housing Payments for 15/16	(842)	0	0	0	0
Removal of one-off funding (14/15 only)	This was a transfer to cover the costs of recruitment	(100)	0	0	0	0
Transfer of Mitigation in Urban areas: Solutions for Innovative Cities (MUSIC) funds to Communities Housing & Infrastructure		6	0	0	0	0
Update service utility budgets (Water, Electricity, Gas, Heating Oil etc) for contractual increases on price		3	0	0	0	0
		138	418	335	329	299

Appendix 3 (cont)

Integrated Joint Board		2014/15	2015/16	2016/17	2017/18	2018/19
Budget Reconciliation		to	to	to	to	to
		2015/16	2016/17	2017/18	2018/19	2019/20
		£'000	£'000	£'000	£'000	£'000
Annual Movement		550	2,233	2,233	2,233	1,783
Represented By:						
Growth						
Staffing movements	Net staff movement in year inclusive of increments	314	205	205	205	205
Older People - Increase in National Care Home Rate	Honour National Care Home Rate agreement	950	950	950	950	950
Fund 1% inflationary increase on commissioned services	1% uplift on commissioned services	628	628	628	628	628
Additional funding to Bon Accord Care	This is to cover the cost of pay awards/increments/partial removal of vacancy factor - current agreement is for 4 years	1,060	450	450	450	0
Other Movements						
PBB Savings (previously agreed)	See attached sheet for details	(70)	0	0	0	0
Saving in Integrated Joint Board Budget	The budget to be transferred to the Board has been adjusted to reflect actual levels of spend.	(1,500)	0	0	0	0
Update service utility budgets (Water, Electricity, Gas, Heating Oil etc) for contractual increases on price		4	0	0	0	0
Transfer of Social Work Procurement Team	This team has now transferred in to the Central Procurement Unit	(420)	0	0	0	0
Transfer of CFCR (Capital From Current Revenue) budget to ECS		(400)	0	0	0	0
Miscellaneous movements		(16)	0	0	0	0
		550	2,233	2,233	2,233	1,783

Appendix 3 (cont)

Education & Children's Services		2014/15	2015/16	2016/17	2017/18	2018/19
Budget Reconciliation		to	to	to	to	to
		2015/16	2016/17	2017/18	2018/19	2019/20
		£'000	£'000	£'000	£'000	£'000
Annual Movement		7,377	6,774	3,422	2,427	2,652
Represented By:						
Growth						
Staff Increments and impact of pupil numbers	Net staff movement in year inclusive of increments and additional pupil numbers	3,034	2,256	1,857	2,256	1,856
Unitary Charge	RPIx remains at current levels	185	250	250	250	250
Amendments to Nursery Hours	3 hours 20 minutes delivered by teacher and nursery nurse (inc partner provider). This is fully funded.	900	0	0	0	0
Redesign of Art Gallery	Cost pressures during build phase and once new building is open.	66	0	240	150	275
Provision of ASN Centre of Excellence	Council have committed to providing a new ASN. Monies required are for 16/17 onwards	0	660	330	0	0
Transport for new South of the City Academy	Fund the transport for the new school	0	0	100	60	0
Additional running costs for new schools	Property costs are fully funded	0	0	100	50	50
Rent at Catholic Primary School	Rent increase to be paid for school	500	0	0	0	0
Head Teacher Appointment - new school	A new HT is appointed to South of City School	0	80	(80)	0	0
Incentivisation Payments	95% of posts require funding	50	10	10	10	10
Recruitment Advertising	Proactive marketing of Aberdeen as a city to teach (physical adverts in trade publications and staff attendance of presentations at Initial Teacher Education Establishments)	45	0	0	0	0
Extension of free childcare provision	27% of 2 year olds entitled to free childcare - this is fully funded	1,300	0	0	0	0
Regradings - school admin staff	Regrading is accepted and fully funded	235	0	0	0	0
Out of Authority Cost Pressure	Fund shortfall on Out of Authority and external fostering budget	2,740	0	0	0	0
Reclaiming Social Work	Reflects additional demand pressures	0	130	330	(635)	(75)
Children's Services - 2% year on year increase in demand for Alternative Family Services	Build in demographic pressures on alternative family services	166	166	166	166	166
Fund 1% uplift on other former SCW Childrens Services commissioned services	1% uplift on commissioned services	136	120	120	120	120
Other Movements						
PBB Savings (previously agreed)	See attached sheet for details	(1,328)	3,102	0	0	0
Removal of one-off funding (14/15 only)	Part Year Funding for impact of Children & Young People's Bill removed as full year figures are now included in the base budget. Awaiting details of 15/16 Funding for other items such as Modern Languages.	(1,254)	0	0	0	0
Update service utility budgets (Water, Electricity, Gas, Heating Oil etc) for contractual increases on price		301	0	0	0	0
Hold generic CFCR budget for former Social Care service under Childrens Services		400	0	0	0	0
Smarter Working : Budget transfers for SC&W offices to be vacated		(99)	0	0	0	0
		7,376	6,774	3,423	2,427	2,652

Appendix 3 (cont)

Communities Housing & Infrastructure		2014/15	2015/16	2016/17	2017/18	2018/19
Budget Reconciliation		to	to	to	to	to
		2015/16	2016/17	2017/18	2018/19	2019/20
		£'000	£'000	£'000	£'000	£'000
Annual Movement		(140)	4,771	2,546	1,945	3,099
Represented By:						
Growth						
Landfill Tax Increase	This is a legislative / contractual obligation due to increased Landfill Tax rates and based on forecast waste tonnages in the Council's waste contract.	(33)	188	188	188	188
Waste Services Contract RPI	This is a contractual obligation of the Council's waste contract with SITA. Increased charges are based on prescribed retail price indices published by the government.	358	220	226	233	239
Food Waste Collections	One-off purchase of vehicles completed in 2014/15	(259)	0	0	0	0
Growth in Household Numbers	Increased cost of waste collection as a result of new build housing within City. Cost of additional service begins in 2017/18 with one additional collection crew in alternate years, plus associated new bins and caddys	0	0	406	(132)	289
Grove Recycling Centre Management Fee	This is a contractual obligation of the Council's waste contract with SITA, and management of the Grove Recycling Centre.	265	0	0	0	0
Sub-total Movement for Waste Budgets		331	408	820	288	716
Staffing movements	Net staff movement in year inclusive of increments	461	282	282	282	282
Surface Dressing	Growth Budgeted in existing 5 year model. This will allow the replacement of approx 22,000 sq m of road surface per year by external contract.	0	160	200	240	280
Carriageway Patching for Pothole Repair Prior to Surface Dressing	Growth Budgeted in existing 5 year model. This will allow the replacement of approx 22,000 sq m of road surface per year by external contract.	0	133	167	200	233
Lining Works for Parking Restrictions	Growth budgeted in existing 5 year model. This will allow yellow lines that are deteriorating to be prioritised and actioned on an annual basis in support of Parking Penalty Charge Notice (PCN) issue rates.	133	160	0	0	0
Repairs to Collapsed Gullies Pipework and Manholes	Growth re-evaluated from original 5 year model. Growth figure for Year 1 removed, and impact extrapolated into figures for future financial years. Will increase drainage capacity and reduce the risk of flooding.	0	207	248	0	0
Column Corrosion Testing and Replacement	Growth Budgeted in existing 5 year model. This will allow the replacement of approximately 254 street lighting columns and lanterns per year	254	317	378	439	500
Repairs & Maintenance of Public Buildings (Corporate R&M budget)	The increase in budget will allow business critical buildings to continue to be used by services. It will allow for many items on the back log maintenance register to be addressed and bring buildings up to a higher standard.	318	397	476	500	500
Catering Services - Free meals for Children in Primary 1 to Primary 3	Funding has been provided by the Scottish Government to match increased costs of the service beginning in January 2015.	1,368	0	0	0	0
On-going maintenance costs of former trunk roads following opening of AWPR	Maintenance of road assets transferred to Aberdeen City Council.	0	0	0	0	593
Other Movements						
PBB Savings (previously agreed)		(3,469)	2,708	(24)	(4)	(4)
Update service utility budgets (Water, Electricity, Gas, Heating Oil etc) for contractual increases on price		415	0	0	0	0
Transfer of Mitigation in Urban areas: Solutions for Innovative Cities (MUSIC) funds from Corporate Governance		(6)	0	0	0	0
Smarter Working : Budget transfers for SC&W offices to be vacated		99	0	0	0	0
Business Improvement Manager Post	Transfer of budget to Building Services Trading account to fund new post	(45)	0	0	0	0
		(140)	4,771	2,546	1,945	3,099

Appendix 3 (cont)

Office of the Chief Executive		2014/15	2015/16	2016/17	2017/18	2018/19
Budget Reconciliation		to	to	to	to	to
		2015/16	2016/17	2017/18	2018/19	2019/20
		£'000	£'000	£'000	£'000	£'000
Annual Movement		(79)	1	318	(352)	35
Represented By:						
Growth						
2015 UK Parliamentary Election	Based on re-imburement of 90% of total spend	35	(35)	0	0	0
Staffing movements	Net staff movement in year inclusive of increments	(15)	1	1	0	0
Other Movements						
Fte Reduction/Vacancies		(30)	0	0	0	0
Common Good Income Adjustment	Amendment to reflect the removal of a vacant post previously funded by the Common Good	23	0	0	0	0
Local Government Elections - budget previously rolled	Election in 2017/18	(31)	0	352	(352)	0
European Elections - one year funding only		(32)	0	0	0	35
Independence Referendum - one year funding only		(32)	0	0	0	0
Scottish Parliamentary Election	Election in 2016/17 based on 90% reimbursement	0	35	(35)	0	0
Transfer from Legal Services for Payroll recharge	Recharge from Payroll for the Elections Unit	3	0	0	0	0
		(79)	1	317	(352)	35

Appendix 3 (cont)

Miscellaneous/Corporate		2014/15	2015/16	2016/17	2017/18	2018/19
Budget Reconciliation		to	to	to	to	to
		2015/16	2016/17	2017/18	2018/19	2019/20
		£'000	£'000	£'000	£'000	£'000
Annual Movement		3,635	5,348	6,601	3,965	4,031
Represented By:						
Growth						
Cultural Program	Delivery of a cultural programme in Aberdeen	310	90	(85)	(25)	0
Council Wide - Increase in Water Rates	Fully Fund the increase in water rates	0	30	32	32	33
Council Wide - Increase in Gas Price	Gas price increases are fully funded	0	234	253	272	293
Council Wide - Increase in Gas Oil Heating Price	Oil price increases are fully funded	0	21	23	25	27
Council Wide - Increase in Electricity Price	Electricity price increases are fully funded	0	607	693	740	795
Council Wide - Increase in Other Fuel and Heating Prices	AHP price increases are fully funded	0	17	18	62	22
Council Wide - Increase in Vehicle Fuel Costs	Fuel price increases are fully funded	0	30	30	30	30
Provision for Pay Award	Pay award for 1% per annum (2% in 17/18)	2,717	2,744	5,543	2,799	2,827
Bring Contingency Levels up to Previous amount	Bring the contingency back to £1.75m.	47	0	0	0	0
Sistema Programme	Based on the full cost estimates of delivering the programme, these are the Council's current maximum revenue costs	200	75	94	30	4
"Intrinsic to the Job" Costs of Holiday Pay	Higher estimates of impact, depending on pay elements agreed with union	900	0	0	0	0
Insurance renewal	Increase in costs for insurance contract	93	0	0	0	0
Other Movements						
Increments		(23)	0	0	0	0
Debt Charges Adjustment		1,357	0	0	0	0
Head of Service Recruitment		100	0	0	0	0
Excess Pension Provision		(626)	0	0	0	0
14/15 Funding Adjustments		60	0	0	0	0
Vacancy Factor	Corporate adjustment	(1,500)	1,500	0	0	0
		3,635	5,348	6,601	3,965	4,031

Appendix 4 – Previously Agreed Service Options

		2015/16	2016/17	2017/18	2018/19	2019/20
		£'000	£'000	£'000	£'000	£'000
Corporate Governance						
	Details					
Finance	Driving process improvement & efficiencies	(34)	0	0	0	0
HR	Smarter Integrated Planning	(37)	0	0	0	0
Procurement	Process Improvement & Best Practice	(61)	0	0	0	0
IT	Enterprise Architecture	(10)	0	0	0	0
IT	Channel Optimisation	(40)	0	0	0	0
Legal & Democratic Services	Review Committee Services resource	(6)	0	0	0	0
	Total for Service	(188)	0	0	0	0
Integrated Joint Board						
	Section					
	Details					
Criminal Justice	Stop subsidising criminal justice social work-provide only within CJA(Criminal Justice Authority) grant	(70)	0	0	0	0
	Total for Service	(70)	0	0	0	0
Please note, although this is currently shown as Integrated Joint Board, discussions are still ongoing about the final allocation of Criminal Justice within the Council's revised structure						
Education & Children's Services						
	Section					
	Details					
Schools	Reduce the number of out of authority placements by redesign and small addition to existing local services	(180)	0	0	0	0
Schools	Redesign of school estate	0	3,102	0	0	0
Commissioned Services	Root and branch review of commissioned arts and sports services.	(628)	0	0	0	0
SCW Children's Services	Reduce the number of specialist care placements for children and young people by redesign and small addition to existing local services.	(240)	0	0	0	0
SCW Children's Services	Redesign of Family and Community Support Services	(180)	0	0	0	0
SCW Business Management	Saving from vacation of Exchequer House	(100)	0	0	0	0
	Total for Service	(1,328)	3,102	0	0	0
Communities, Housing & Infrastructure						
	Section					
	Details					
Planning / Economic Development	Enable Renewable Energy Network for a Low Carbon Economy (CHP, Windfarm etc)	(200)	0	0	0	0
Economic Development	Economic & Business Development - Identify and pursue income generation activities and funding opportunities available, and continuously review partner funding arrangements	(413)	0	0	0	0
Street Lighting	Reduce Street Lighting Whole Life Costs with Energy Efficient Lanterns	(4)	(4)	(4)	(4)	(4)
Planning	Reduce Development Plan budget	0	20	(20)	0	0
Waste Services	Delivery of Waste Strategy	(2,999)	0	0	0	0
Regeneration & Housing Investment	Transformation of the Regeneration and Housing Investment Service to deliver strategic housing priorities and to raise additional income	0	2,792	0	0	0
Environmental Services	Increase Bereavement Services charges (Cremation and burial fees) by 10%	(36)	0	0	0	0
Regeneration & Housing Investment	Re-design of Architects team	0	(149)	0	0	0
Regeneration & Housing Investment	Open Building Service Stores to Private Customers	0	0	0	0	0
Community Safety	Use of Reserves generated from Private Sector Housing Unit Surplus (2014/15 only)	200	0	0	0	0
Planning / Economic Development	Cost efficiencies & income generation at ASSL	(17)	(1)	0	0	0
Planning & Sustainable Development	Review level of School Transport budgetary provision.	0	50	0	0	0
	Total for Service	(3,469)	2,708	(24)	(4)	(4)

Appendix 5

ALEO	ACC Board Representation	Pension Arrangements	Level of Funding 15/16	Percentage ownership	Monitoring Arrangements	Length in Operation	Pay Award Given?
AECC	5 elected members	Operates a Defined Contribution Pension Scheme	£1.17m	100	Annual Business Plan Review and Scrutiny	30 years	No
Aberdeen Sports Village	2 elected members & 2 council representatives	Admitted body to Local Government Pension Scheme	£1.2m	50	Annual Business Plan Review and Scrutiny	5 ½ years	No
Bon Accord Care	None	Admitted body to Local Government Pension Scheme	£25.9m	100	Annual Business Plan Review and Scrutiny; Shareholder Scrutiny Group	1 ½ years	Yes
Sport Aberdeen	2 elected members & 2 council representatives	Admitted body to Local Government Pension Scheme	£5.27m	ACC does not own the entity but has control representing power.	Annual Business Plan Review and Scrutiny; Presented to Committee	4 ½ years	No

Governance arrangements to Service Committee and Audit, Risk & Scrutiny Committee also in place.

Appendix 6 - Indicative Budget for Transfer to Adult Health & Social Care Integrated Joint Board

	Staff Costs	Premises Costs	Administration Costs	Transport Costs	Supplies & Services	Recharges To Other Heads	Transfer Payments	Commissioning Services	Customer & Client Receipts	Government Grants	Other Grant-Reimbursement	Resource transfer	Other Income	GRAND TOTAL
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Criminal Justice (ring fenced budget)	3,640	288	28	63	(132)			550		(4,659)				(222)
Adult Services Hos Direct	304	0	38		171	(621)		882	(748)				(7)	19
Learning Disabilities	4,616	145	26	32	483	(35)		21,288	(1,367)		(148)	(6,691)	(72)	18,277
Mental Health & Substance Misuse	3,062	107	49	41	26			7,494	(684)			(4,293)		5,802
Older People Integrated Care At Home		3			128				(28)			(411)		(308)
Older People Care Management	3,556	112	16	128	16		32	49,693	(7,879)			(6,040)	(27)	39,607
Older People Rehabilitation	36							2						38
Head Of Service Direct (includes Bon Accord Care Contract)	129		8		220			* 25,328	(871)					24,814
Occupational Therapy And Rehab					171				(123)		(39)	(82)	(279)	(352)
Older People Resources	196	1	10	8	40				(148)				(735)	(628)
SCW Directorate	249	0	91	1	205			191	(30)					707
Housing Aids and Adaptations Private Sector (ring fenced budget)					700									700
TOTALS	15,788	656	266	273	2,028	(656)	32	105,428	(11,878)	(4,659)	(187)	(17,517)	(1,120)	88,454

In addition to the above budgets, an element of management support budgets will require to be allocated to the integrated service.

* Please note that there is a contingency amount of £643k held within the Miscellaneous Services budget to cover the cost of a pay award for BAC (thereby providing a total budget allocation of £25.9m subject to the final pay award being agreed).

Appendix 7

Amendments to Fees and Charges

Cremation & Burial Charges

The following changes to charges and the one new charge have been calculated in order that they will support the budgeted income level for 2015/16 agreed in previous cycles of the priority based budgeting process.

	Current Changes 2014/15	Proposed Increase/ Decrease	Proposed Charges 2015/16
Cremation of persons who were an Aberdeen City resident (with Chapel Service)	£580	+£113	£693
Cremation of persons who resided outwith Aberdeen City (with Chapel Service)	£870	-£177	£693
Cremation (no Chapel Service)	N/A	N/A	£653
Burial of Aberdeen City resident	£531	+£46	£577
Burial of person who resided outwith Aberdeen City	£807	-£230	£577
Interment of cremation casket or ashes in headground of a grave of Aberdeen City resident	£126	+£10	£136
Interment of cremation casket or ashes in headground of a grave or persons who resided outwith Aberdeen City	£185	-£49	£136
Burial Lair Rights for Aberdeen City residents	£819	+£31	£850
Burial Lair Rights for residents outwith Aberdeen City	£1170	-£320	£850

TRADING STANDARDS SERVICE

SUMMARY OF FEES AND CHARGES 2015/16

SERVICE	CURRENT CHARGES 2014/15	PROPOSED CHARGES 2015/16	COMMENTS	Estimated income 2014/15	Estimated income 2015/16
WEIGHTS & MEASURES FEES				£2,370	£2,430
Work carried out under sections 11(5), 49(4), 74(2), 74(4), 74(5), 76 and 77 of the Weights and Measures Act 1985	<ul style="list-style-type: none"> • £60.00 per hour for a weights and measures inspector, with a technical officer charged at £36.00 per hour. • Work carried out at weekends, public holidays or outside the hours of 8am to 6pm, the rates charged will be £90.00 per hour for a weights and measures inspector and £54.00 for a technical officer <p>VAT will be added to the total cost of the work done unless the work is carried out under the Measuring Instruments (EEC Requirements) Regulations 1988</p>	<ul style="list-style-type: none"> • £61.50 per hour for a weights and measures inspector, with a technical officer charged at £36.90 per hour. • Work carried out at weekends, public holidays or outside the hours of 8am to 6pm, the rates charged will be £92.25 per hour for a weights and measures inspector and £55.35 for a technical officer <p>VAT will be added to the total cost of the work done unless the work is carried out under the Measuring Instruments (EEC Requirements) Regulations 1988</p>	<ul style="list-style-type: none"> • For equipment certified to lower tolerances than trade tolerances, the hourly rate will be reduced by 30%. • Where the equipment is tested to a higher tolerance, the hourly rate will be increased by 50% • If the equipment operator provides all or part of the testing equipment needed to carry out the work e.g. a Weighbridge Test Unit, then the hourly rate can be discounted. This discount will be at the discretion of the Trading Standards Team Leader 		
Provision of Calibration Certificate	£41.16 + VAT	£42.19 + VAT			

HIRE OF EQUIPMENT AND ADDITIONAL CHARGES					
1(a) Hire of 20kg iron weights (accurate to $\pm 3.2g$) Standing charge Charge/ton (pro-rata)/day Cleaning charge if hirer fails to return weights in a clean condition 1(b) Hire of reference meter per day. (Only to other Trading Standards Authorities)	Service no longer provided. Customers referred to Aberdeenshire Trading Standards Service (partners) Customers referred to Aberdeenshire Trading Standards Service (partners)	Service no longer provided. Customers referred to Aberdeenshire Trading Standards Service (partners) Customers referred to Aberdeenshire Trading Standards Service (partners)			
POISONS: REGISTRATION UNDER PART II OF THE POISONS ACT 1972				£310	£318
Initial Registration	£35.07	£35.95			
Re-registration	£18.82	£19.29			
Changes in details of registration	£9.62	£9.86			

A MANUFACTURE AND STORAGE OF EXPLOSIVES REGULATIONS				£2,900	£2,900
Initial Licence to store explosives: Regulation 10 (See Note 1)	<ul style="list-style-type: none"> • 1 year duration £178 • 2 year duration £234 • 3 year duration £292 • 4 year duration £360 • 5 year duration £407 	<ul style="list-style-type: none"> •1 year duration £178 •2 year duration £234 •3 year duration £292 •4 year duration £360 •5 year duration £407 	Health & Safety (Fees) Regulations 2012 Statutory Fees Fixed until 30/9/2017		
Renewal of a Licence: (See Note 2)	<ul style="list-style-type: none"> • 1 year duration £83 • 2 year duration £141 • 3 year duration £198 • 4 year duration £256 • 5 year duration £313 	<ul style="list-style-type: none"> •1 year duration £83 •2 year duration £141 •3 year duration £198 •4 year duration £256 •5 year duration £313 	Health & Safety (Fees) Regulations 2012 Statutory Fees Fixed until 30/9/2017		
Initial Registration in relation to the storage of explosives Regulation 11 (See Note 1)	<ul style="list-style-type: none"> • 1 year duration £105 • 2 year duration £136 • 3 year duration £166 • 4 year duration £198 • 5 year duration £229 	<ul style="list-style-type: none"> •1 year duration £105 •2 year duration £136 •3 year duration £166 •4 year duration £198 •5 year duration £229 	Health & Safety (Fees) Regulations 2012 Statutory Fees Fixed until 30/9/2017		

Renewal of Registration: (See Note 2)	<ul style="list-style-type: none"> • 1 year duration £52 • 2 year duration £83 • 3 year duration £115 • 4 year duration £146 • 5 year duration £178 	<ul style="list-style-type: none"> •1 year duration £52 •2 year duration £83 •3 year duration £115 •4 year duration £146 •5 year duration £178 	Health & Safety (Fees) Regulations 2012 Statutory Fees Fixed until 30/9/2017		
Varying a licence: Regulation 16 <ul style="list-style-type: none"> • varying name of licensee or address of site - £35 • any other kind of variation - 	£35 the reasonable cost to the licensing authority of having the work carried out	£35 the reasonable cost to the licensing authority of having the work carried out	Health & Safety (Fees) Regulation 2012 Statutory Fees Fixed until 30/9/2017		
Transfer of licence or registration (Regulation 20) -	£35	£35			
Replacement of licence or registration (if lost)	£35	£35			
Fireworks Regulations 2004					
Licence to supply fireworks all year round:	£500	£500	Fireworks Regulations 2004, Reg. 9(7).		

PETROLEUM (REGULATION) ACTS 1928 AND 1936			Variable income because renewals are on a three- year cycle, hence peaks and troughs of income	£3,860	£3,860
Annual licence to keep petroleum spirit of a quantity <ul style="list-style-type: none"> • not exceeding 2500 litres- • exceeding 2500 litres but not exceeding 50000 litres • exceeding 50000 litres 	£42	£42	Health & Safety (Fees) Regulation 2012 Statutory Fees		
	£58	£58	Fixed until 30/9/2017		
	£120	£120			
Transfer of petroleum spirit licence	£8.00	£8.00	Health & Safety (Fees) Regulation 2012 Statutory Fees		
			Fixed until 30/9/2017		
Records search for existing or former petroleum storage sites for environmental assessment/development purposes:	£60.00 per hour + VAT (minimum one hour)	£61.50 per hour + VAT (minimum one hour)			
			TOTAL INCOME	£9,440	£9,508

SUMMARY OF FEES AND CHARGES 2015/16

SERVICE	CURRENT CHARGES 2014/15	PROPOSED CHARGES 2015/2016	COMMENTS	ESTIMATED INCOME 2014/15	ESTIMATED INCOME 2015/16
ANIMAL HEALTH AND WELFARE				£2,500	£2,000
Breeding of Dogs Act 1973 Breeders Licence	£232 + vets costs	£238 + vets costs	Income predicted to decrease due to a reduction in the number of applications over the last year		
Dangerous Wild Animals Act 1976 Licence to keep dangerous wild animals	£232 + vets costs	£238 + vets costs	Income predicted to decrease due to a reduction in the number of applications over the last year		
Animal Boarding Establishments Act 1963 Licence for animal boarding establishments	£141 + vets costs	£144 + vets costs	Income predicted to decrease due to a reduction in the number of applications over the last year		
Riding Establishments Act 1964 & 1970 Licence for riding establishments	£232 + vets costs	£238 + vets costs	Income predicted to decrease due to a reduction in the number of applications over the last year		

Pet Animals Act 1951 Licence to keep pet shop	£141 + vets costs	£144 + vets costs	Income predicted to decrease due to a reduction in the number of applications over the last year		
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Performing Animals [Registration] Act 1925 Registration of those having animals for performance	£141 + vets costs	£144 + vets costs			
The Licensing of Animal Dealers [Young Cats and Young Dogs] [Scotland] Regulations 2009 Licensing of animal dealers	£232 + vets costs	£238 + vets costs	Income predicted to decrease due to a reduction in the number of applications over the last year		
Zoo Licensing Act 1981 License to keep a zoo	£232 + vets costs	£238 + vets costs	Income predicted to decrease due to a reduction in the number of applications over the last year		
FOOD SAFETY SERVICE					
Inspection and Certification of unfit/unmarketable foods as a result of a freezer or refrigerator breakdown or other incident	£130 (to cover 1 st hour, travel costs and admin charges) thereafter recharge hourly rate of £50 per hour	£133 (to cover 1 st hour, travel costs and admin charges) thereafter recharge hourly rate of £52 per hour		£130	£132
Food premises yearbook	£25	£25		£1,750	£1,750

Fish Export Certificates				£18,000	£18,000
<p>a) Monday to Friday 09.00-16.00hrs.</p> <p>Where the Environmental Health Service is given a minimum of 24 hours notice.</p>	<p>Initial charge of £60 (this includes travel time, administration and issue of 1st Certificate) up to a maximum time of 1 hour.</p> <p>An additional charge of £30 per officer per hour or part thereof will be payable per officer after the first hour (two officers may be required depending on size of consignment).</p>	<p>Initial charge of £60 (this includes travel time, administration and issue of 1st Certificate) up to a maximum time of 1 hour.</p> <p>An additional charge of £30 per officer per hour or part thereof will be payable per officer after the first hour (two officers may be required depending on size of consignment).</p>	<p>No change for 2015/16</p>		
<p>b) Monday to Friday 09:00-16:00hrs</p> <p>Where the Environmental Health Service is given <u>less than 24 hours notice.</u></p>	<p>Initial charge of £120 (this includes travel time, administration and issue of 1st Certificate) up to a maximum time of 1 hour.</p> <p>An additional charge of £30 per officer per hour or part thereof will be payable per officer after the first hour.</p>	<p>Initial charge of £120 (this includes travel time, administration and issue of 1st Certificate) up to a maximum time of 1 hour.</p> <p>An additional charge of £30 per officer per hour or part thereof will be payable per officer after the first hour.</p>	<p>No change for 2015/16</p>		

<p>c) Monday to Friday after 16:00hrs</p> <p>Where the Environmental Health Service is given a <u>minimum of 24 hours notice.</u></p>	<p>Initial charge of £150 (this includes travel time, administration and issue of 1st Certificate) up to a maximum of 1 hour.</p> <p>An additional charge of £45 per officer per hour or part thereof will be payable after the first hour of the visit.</p>	<p>Initial charge of £150 (this includes travel time, administration and issue of 1st Certificate) up to a maximum of 1 hour.</p> <p>An additional charge of £45 per officer per hour or part thereof will be payable after the first hour of the visit.</p>	<p>No change for 2015/16</p>		
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<p>d) Monday to Friday after 16:00hrs</p> <p>Where the Environmental Health Service is given <u>less than 24 hours notice.</u></p>	<p>Initial charge of £200 (this includes travel time, administration and issue of 1st Certificate) up to a maximum of 1 hour.</p> <p>An additional charge of £45 per officer per hour or part thereof will be payable after the first hour of the visit.</p>	<p>Initial charge of £200 (this includes travel time, administration and issue of 1st Certificate) up to a maximum of 1 hour.</p> <p>An additional charge of £45 per officer per hour or part thereof will be payable after the first hour of the visit</p>	<p>No change for 2015/16</p>		
<p>e) Weekend visits (Saturday and Sunday) 09:00-16:00hrs.</p> <p>Where the Environmental Health Service is given <u>at least 24 hours notice.</u></p>	<p>Initial charge of £200 (this includes travel time, administration and issue of 1st Certificate) up to a maximum of 1 hour.</p> <p>An additional charge of £45 per officer per hour or part thereof will be payable after the first hour of the visit.</p>	<p>Initial charge of £200 (this includes travel time, administration and issue of 1st Certificate) up to a maximum of 1 hour.</p> <p>An additional charge of £45 per officer per hour or part thereof will be payable after the first hour of the visit</p>	<p>No change for 2015/16</p>		
<p>f) Weekend visits (Saturday and Sunday) 09:00-16:00hrs.</p> <p>Where the Environmental Health Service is given <u>less than 24 hours notice.</u></p>	<p>Initial charge of £250 (this includes travel time, administration and issue of 1st Certificate) up to a maximum of 1 hour</p> <p>An additional charge of £45 per officer per hour or part thereof will be payable after the first hour of the visit.</p>	<p>Initial charge of £250 (this includes travel time, administration and issue of 1st Certificate) up to a maximum of 1 hour</p> <p>An additional charge of £45 per officer per hour or part thereof will be payable after the first hour of the visit</p>	<p>No change for 2015/16</p>		

<p>g) Visits on Public Holidays 09:00-16:00hrs (excluding Christmas Day, Boxing Day and 1st & 2nd January).</p> <p>Where the Environmental Health Service is given <u>at least 24 hours notice.</u></p>	<p>Initial charge of £200 (this includes travel time, administration and issue of 1st Certificate) up to a maximum of 1 hour.</p> <p>An additional charge of £60 per officer per hour or part thereof will be payable after the first hour of the visit.</p>	<p>Initial charge of £200 (this includes travel time, administration and issue of 1st Certificate) up to a maximum of 1 hour.</p> <p>An additional charge of £60 per officer per hour or part thereof will be payable after the first hour of the visit</p>	<p>No change for 2015/16</p>		
<p>h) Visits on Public Holidays 09:00-16:00hrs (excluding Christmas Day, Boxing Day and 1st & 2nd January).</p> <p>Where the Environmental Health Service is given <u>less than 24 hours notice.</u></p>	<p>Initial charge of £250 (this includes travel time, administration and issue of 1st Certificate) up to a maximum of 1 hour.</p> <p>An additional charge of £60 per officer per hour or part thereof will be payable after the first hour of the visit.</p>	<p>Initial charge of £250 (this includes travel time, administration and issue of 1st Certificate) up to a maximum of 1 hour.</p> <p>An additional charge of £60 per officer per hour or part thereof will be payable after the first hour of the visit.</p>	<p>No change for 2015/16</p>		
<p>i) Visits on 27th through to 31st December and on 2nd January 09:00-16:00hrs. (where these fall on a week day)</p> <p>Where the Environmental Health Service is given <u>at least 24 hours notice.</u></p>	<p>Initial charge of £150 (this includes travel time, administration and issue of 1st Certificate) up to a maximum of 1 hour.</p> <p>An additional charge of £60 per officer per hour or part thereof will be payable after the first hour of the visit.</p>	<p>Initial charge of £150 (this includes travel time, administration and issue of 1st Certificate) up to a maximum of 1 hour.</p> <p>An additional charge of £60 per officer per hour or part thereof will be payable after the first hour of the visit</p>	<p>No change for 2015/16</p>		

<p>j) Additional Certificates</p>	<p>During normal working hours (9.00-16.00hrs Monday–Friday) where more than two export certificates (up to a maximum of seven) are being issued during the same visit the exporting company will be charged the discounted amount of half the relevant certificate charge applicable at that time.</p> <p>(As long as the inspection and certification process can be carried out within the same working day.)</p>	<p>During normal working hours (9.00-16.00hrs Monday–Friday) where more than two export certificates (up to a maximum of seven) are being issued during the same visit the exporting company will be charged the discounted amount of half the relevant certificate charge applicable at that time.</p> <p>(As long as the inspection and certification process can be carried out within the same working day.)</p>	<p>No change for 2015/16</p>		
<p>Food Export Certificates</p> <p>[a] Per visit including cost of first certificate</p> <p>[b] Each additional certificate</p>	<p>£120</p> <p>£33</p>	<p>£123</p> <p>£34</p>	<p>No income expected.</p>		
<p>Food Hygiene Certificates – Section 50</p>	<p>£235</p>	<p>£235</p>		<p>£2,000</p>	<p>£2,000</p>

PORT HEALTH CHARGES				£35,000	£36,000
Ships inspections	Gross tonnage	Gross tonnage	Charges set by APHA (last reviewed and increased in April 2014)		
	Up to 1000 £70	Up to 1000 £72			
	1001-3000 £105	1001-3000 £108			
	3001-10000 £160	3001-10000 £165			
	10001-20000 £210	10001-20000 £216			
20001-30000 £265	20001-30000 £273				
Over 30,000 £320	Over 30,000 £330				
Vessels with the capacity to carry between 50 and 100 persons £320	Vessels with the capacity to carry between 50 and 100 persons £330				
Vessels with the capacity to carry more than 1000 persons £550	Vessels with the capacity to carry more than 1000 persons £567				
For inspections carried out on Saturdays or before 8am or after 6pm on weekdays, a surcharge of £50 per hour of officer time will apply. For inspections on Sundays and Public Holidays a surcharge of £45 per hour will apply	For inspections carried out on Saturdays or before 8am or after 6pm on weekdays, a surcharge of £52 per hour of officer time will apply. For inspections on Sundays and Public Holidays a surcharge of £100 per hour will apply.	Surcharge introduced to cover outwith normal hours payments for staff			

WATER SAMPLES - SHIPS				£2,000	£2,300
Chemical	<p>Per sample (less than 5) £183.21</p> <p>£164.89 per sample (when 5 or more samples taken)</p> <p>Plus £52 per hour officer time (minimum 1 hour)</p> <p>For sampling carried out on Saturdays or before 8am or after 6pm on weekdays, a surcharge of £75 per hour of officer time will apply. For inspections on Sundays and Public Holidays a surcharge of £100 per hour will apply</p>	<p>Per sample (less than 5) £187.79.</p> <p>£169.00 per sample (when 5 or more samples taken)</p> <p>Plus £52 per hour officer time (minimum 1 hour)</p> <p>For sampling carried out on Saturdays or before 8am or after 6pm on weekdays, a surcharge of £52 per hour of officer time will apply. For inspections on Sundays and Public Holidays a surcharge of £100 per hour will apply</p>	<p>Based on lab analysis cost</p> <p>10% reduction for quantity</p>		
Bacteriological	<p>Per sample £65</p> <p>£58.50 per sample (when 5 or more samples taken)</p> <p>Plus £52 per hour officer time (minimum 1 hour)</p> <p>For sampling carried out on Saturdays or before 8am or after 6pm on weekdays, a surcharge of £75 per hour of officer time will apply. For inspections on Sundays and Public Holidays a surcharge of £100 per hour will apply</p>	<p>Per sample £67</p> <p>£60.00 per sample (when 5 or more samples taken)</p> <p>Plus £52 per hour officer time (minimum 1 hour)</p> <p>For sampling carried out on Saturdays or before 8am or after 6pm on weekdays, a surcharge of £52 per hour of officer time will apply. For inspections on Sundays and Public Holidays a surcharge of £100 per hour will apply</p>	<p>Based on lab analysis cost</p>		

<p>Legionella</p>	<p>Per sample (less than 5) £135.93</p> <p>Per sample (when 5 or more samples are taken) £122.34</p> <p>Plus £52 hour officer time (minimum 1 hour)</p> <p>For sampling carried out on Saturdays or before 8am or after 6pm on weekdays, a surcharge of £75 per hour of officer time will apply. For inspections on Sundays and Public Holidays a surcharge of £100 per hour will apply</p>	<p>Per sample (less than 5) £158.38</p> <p>Per sample (when 5 or more samples are taken) £135.34</p> <p>Plus £52 hour officer time (minimum 1 hour)</p> <p>For sampling carried out on Saturdays or before 8am or after 6pm on weekdays, a surcharge of £52 per hour of officer time will apply. For inspections on Sundays and Public Holidays a surcharge of £100 per hour will apply</p>	<p>Based on lab analysis costs</p> <p>10% reduction for quantity</p>		
<p>Illegal, Unreported and Unregulated Fishing Regulation (IUU) - Port Health Charges for checking catch certificates</p>	<p>£20</p> <p>Certificates will not be provided outwith normal office hours and therefore no additional charges apply.</p>	<p>£20</p> <p>Certificates will not be provided outwith normal office hours and therefore no additional charges apply.</p>		<p>£3,000</p>	<p>£3,000</p>
<p>Illegal, Unreported and Unregulated Fishing Regulation(IUU) - Port Health Charges for Confirmation document that consignment is outwith the scope of the regulations</p>	<p>£20</p> <p>Certificates will not be provided outwith normal office hours and therefore no additional charges apply.</p>	<p>No charge as very little work required.</p>			

PEST CONTROL SERVICES				£232,220	£245,000
Rodent Infestation	£62.50+VAT (per hour/part hour) (domestic)	£120.50+VAT (per course of treatment) (domestic)	A course of treatment includes 5 visits		
	£80.50+VAT (per course of treatment) (commercial)	£82.51 +VAT (per visit) (commercial)			
Infestation of bed bugs	£80.50 +VAT (per hour/part hour)	£82.51 +VAT (per visit) (1-2 rooms)	Larger properties will be given a quote on request		
		£120.50 +VAT (per visit) (3-4 rooms)			
Insect Infestation	£80.50+ VAT (Per visit) (domestic and commercial)	£82.51 + VAT (per visit) (domestic and Commercial)	Includes cockroaches		
Wasps	62.50 +VAT (per treatment) (domestic and Commercial)	£62.50 +VAT (per treatment) (domestic and Commercial)			
Domestic consultation fee for pest control officer visit to assess and advise where no treatment is carried out.	£26.00 + VAT	£26.65 +VAT			

DOG WARDEN SERVICE				£49,152	£50,381
Cost of Dog Warden incurred in uplifting and detaining stray dogs	£60.00 * [£27.00 for owners who agree to have their dogs identichipped] *FREE [First uplift for identichipped dogs with no previous history of straying] An additional payment in respect of boarding charges of £10.00 for each day, or part day, of detention will be applicable in all cases.	£61.50 * [£27.68 for owners who agree to have their dogs identichipped] *FREE [First uplift for identichipped dogs with no previous history of straying] An additional payment in respect of boarding charges of £10.00 for each day, or part day, of detention will be applicable in all cases	Boarding charges are set by the Dogs Home, therefore, Environmental Health have no control over this.		
MISCELLANEOUS					
Street Traders Licence Certificate of Compliance	£142	£142	No change as officer costs are met within £142	£9,100	£9,100
Photocopying of Public Registers, etc.	Paper copies of documents will be subject to a charge in accordance with the council's publication Scheme under FOISA	Paper copies of documents will be subject to a charge in accordance with the council's publication Scheme under FOISA			
Search of Records to obtain information	Paper copies of documents will be subject to a charge in accordance with the council's publication Scheme under FOISA	Paper copies of documents will be subject to a charge in accordance with the council's publication Scheme under FOISA			
Provision of Factual Statements	£55 per hour (min 3 hours)				

Housing Inspection Report (for immigration services)	£103.00+ VAT (inspection visit and issue of letter) £20.00 +VAT (re-issue of letter or amendment on request within 1 year at customers request)	£105.58+ VAT (inspection visit and issue of letter) £20.50 +VAT (re-issue of letter or amendment on request within 1 year at customers request)		£3,605	£3,695
Provision of Contaminated Land Information	£50.00 per hour or part hour	£51.25 per hour or part hour		£2,652	£2,718
Private Water Supplies and Domestic Water Supply Testing					£872
Sampling plus bacteriological and chemical analysis Sampling and analysis for Lead only	£124 +VAT £41 +VAT	£127.10 +VAT £118 +VAT	This is in line with water sampling charges for Aberdeenshire		
			TOTAL INCOME	£361,109	£375,948

Appendix 7 (cont)

In Bloom Partnership Charges

In Bloom Partnership	Fee Structure 2014/15	Proposed Fee Structure 2015/16
Window Boxes	£59.45	£59.50
Hanging Baskets	From £59.45 (dependent on size)	From £59.50 (dependent on size)
Planters	From £15.35 (dependent on size)	From £15.50 (dependent on size)

Allotments

Allotment Plot	Fee Structure 2014/15	Proposed Fee Structure 2015/16
Micro	£11.56	£11.85
½ size	£40.45	£41.46
¾ size	£60.67	£62.19
Full size	£80.90	£82.92
½ size (Concession*)	£20.22	£20.73
¾ size (Concession*)	£30.34	£31.10
Full size (Concession*)	£40.45	£41.46

Officers have proposed minimal changes to fees for 2015/16 with an increase of 2.5% being applied across all charges. A small increase is in line with other leisure services offered by the Council. This will cover increased service, supplier and material costs.

*A discount of 50% on annual subscriptions will be applied to Allotment Holders who have reached the age of 60 before the renewal date. Allotment Holders aged 60 years or more before 1 December 2014 will therefore be entitled to this concession rate.

Appendix 7 (cont)

Pets Corner

Pets corner Tickets	Fee Structure 2014/15	Proposed Fee Structure 2015/16
Adult	£3.00	£3.00
Child	£1.50	£1.50
Children Under 3	Free	Free
Family	£7.00	£7.00
Accord Card	£2.00	£2.00
Education Adult	£2.00	£2.00
Education Child	£0.50	£0.50
Season Family Pass	£36.00	£36.00

In light of refurbishment works taking place in 2015/16 and the potential disruption to customer's enjoyment of the facility the proposal is for no changes to ticket prices.

Appendix 7 (cont)

Trade Waste Collection and Disposal Charges 2015-18

Residual Waste ¹		
<u>Size of Wheeled Bin (Litres)</u>	<u>Lowest Charge (per uplift) (£)</u>	<u>Highest Charge (per uplift) (£)</u>
140	3.08	5.23
240	4.29	7.20
330	5.07	8.51
400	5.67	9.88
660	7.91	15.94
770	8.69	18.18
940	10.33	21.60
1100	11.71	24.73
1280	13.26	28.03
<u>Use of street bins (per bag)</u>	1.29	2.29
Recycling Collections		
<u>Co-mingled recycling</u>		
<u>Size of Bin (Litres)</u>		
permit ²	25.00 annually	40.00 annually
Bundle/box	1.24	2.42
140	2.25	3.59
240	2.45	4.31
330	2.53	4.68
660	2.74	5.75
770	2.81	6.18
Cage/1280	3.16	8.27
<u>Glass Collection</u>		
<u>Size of Bin (Litres)</u>		
permit ³	£25.00 annually	N/A
80	1.16	2.59
660	2.20	4.14
1280	4.60	7.72
<u>Food waste collection</u>		
<u>Size of Wheeled Bin (Litres)</u>		
140	7.34	22.57
240	9.16	26.00
550	14.80	39.00

¹ Ad hoc collection possible under certain circumstances whereby the customer pays upfront for an agreed number of collections, as per the charges outlined above, plus an admin fee of £40.

² Permits may be available to use nominated recycling points where businesses cannot use a container for their recycling or the quantities produced do not warrant a regular collection.

³ Permits may be available to use nominated recycling points for recycling glass where businesses wish to comply fully with waste regulations but do not produce enough glass to warrant a regular collection.

Appendix 7 (cont)

Sheltered Housing Charges

Description	Current Charge	Revised Charge
Community Alarm	£1.35 per week	£1.35 per week
Amenity +	No Charge	£5 per week
Sheltered Housing	£19.70 per week	£12.78 per week from 5 October 2015
Very Sheltered Housing	£29.26 per week	£34.76 per week from 5 October 2015
Sheltered Cottages	£12.80 per week	£12.78 per week from 5 October 2015
Charges to Registered Social Landlord (RSL) Tenants	75% of actual cost	50% of actual cost from 5 October 2015
Exemption to Protected Tenants including protected RSL tenants	Currently exempt	50% of relevant charge from 5 October 2015; Full amount charged from 3 October 2016