

CORPORATE MANAGEMENT COMMITTEE

THURSDAY 21 JANUARY 2021

ITEM 9

BUDGET AND COUNCIL TAX 2021/22

APPENDIX 'I'

**Probable Adjustments To The Base Budget
For 2020/21 And Forecast Adjustments For
2021/22, 2022/23 And 2023/24**

Adjustments to the 2020/21 base budget

Probable 2020/21 £'000	Forecast 2021/22 £'000	Forecast 2022/23 £'000	Forecast 2023/24 £'000	Comments
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Housing Committee**General**

Care & Repair additional SP income in 2020/21	(28)			
Care & Repair reduction in anticipated clients contributions 2020/21	(15)			
Housing Enforcement increased licence fee income	(5)	(5)	(5)	(5)
Property Leases higher than estimated level of void units & leases expiring	31	20	22	22
property Leases terminating in 2021/21		(5)	(20)	(20)
Homelessness Reduction Act Grant - funding of staff costs			200	200
Anticipated reduction in Bed & Breakfast costs during 2020/21 (net)	(30)			
Reduced contribution from Homelessness grants due to falling TA costs	(35)			
Magna Carta Lettings - use of former Rentstart funds to expand current scheme (HSG Ctee 3/20)	21	21	21	21
Magna Carta Lettings misc minor adjustments	(15)	(10)		

Runnymede Renewal

Enabling - needs survey, last carried out in 2018	(35)	(35)	(35)	
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Housing Benefits

Changes in levels of Administrative grants	(64)	(10)		
Increased staffing & IT costs funded from new grants	20			
Reduction in recovery of previous overpayments during 2020/21 (COVID)	30			

Community Services Committee**Community Services**

Staff resources for Community Services		7	7	7	Proceeding - to facilitate Surrey Heath Contract. Original costs reduced from £30k down to £7k
Community Services - Set up costs for Surrey Heath Contract	13				
Community Services - Surrey Heath Contract delayed until April 2021	100	(76)	(76)	(76)	
Day centre Administration- Saving on promotions	(5)				
Community Alarms	(10)				Saving on wages due to new projects not being undertaken due to covid 19
Community Transport - Income Loss COVID19	38				Loss of income from fares and day centre fares due to covid 19
Community Transport - Income Loss from SCC COVID19	210				Income loss from providing a service to Surrey County Council due to covid 19
Community transport - vehicle recharges reduced cost as per email from D Williams	(26)				Reduced costs due to not being used as a result of covid 19
Community transport - wages	(56)				Savings due to vacancy not being filled
Yellow Buses - Covid hit plus new service at reduced cost	(217)	(33)	(33)	(33)	Based on new contract
Day centres - reduction in the use of casuals	(6)				
Day Centres - Income Loss COVID19	26				Contributions from Surrey CC
Day Centres - Income Loss COVID19	145				Day Centres closed due to pandemic
Day Centres - Letting Income Loss COVID19	33	6			Day Centres closed due to pandemic
Day centres - Changes to wages	(20)	13	13	13	Due to Vacancies at Woodham day centre
Day Centres - savings on overtime payments due to COVID19	(5)				
Day Centres - savings on food	(40)				
Day Centres - savings on Gas/ Electricity	(5)				

Day Centres - savings on Cleaning	(10)				
Day Centres - savings on furniture and Equipment	(4)				
Meals at home - additional costs of catering	15	3	3	3	
Meals at home - Income gain	(34)	(10)	(10)	(10)	
Meals at home - Saving on wages	(24)				
Community Development					
Crime and disorder - loss of income - Esher place contract cancelled	3	3	3	3	
Crime and disorder - loss of income - Surrey Heath Contract	6				Reduced income from Surrey Heath contract
Crime and disorder - loss of income - Joint waste income	3				This contract is currently being negotiated, but delayed due to Covid 19
Crime and disorder - loss of income - target for new business removed	7	7	7	7	
Crime and disorder - loss of income - GPS Tracker	10	10	10	10	10 GPS / Tracker income double counted in the original budget
Crime and disorder - reduced expenditure - reduced costs of Operators licenses	(9)				This is only required every three years
Crime and disorder - Consultancy advice	35				Production of a tender for the maintenance and purchasing contract - work needs to start in September - will be met by savings from community development
Grant Aid- reduction in Community First expenditure	(20)				Due to events not taking place, the level of grants has been reduced for this financial year
Grant Aid- reduction in Partnership funding expenditure	(1)				Due to events not taking place, the level of grants has been reduced for this financial year
Grant Aid- reduction in leisure services	(4)				Due to events not taking place, the level of grants has been reduced for this financial year
Leisure Development - Assume no income from Egham Orbit for 20/21	246	263	263	263	263 Officers in discussions about future rental payments.
Surrey youth games - cancelled due to Covid 19	(6)				
Sports development - reduction in casual staffing costs	(3)				
Sports development - reduction in F&E, hire of facilities and other miscellaneous	(5)				
	82	60	19		0 Income from halls is not expected to return to normal levels until 2023/24, due to the current restrictions which remain in place, this is due to be used as a Vaccination centre for the next 12 months
Public Halls - Income Loss - Chertsey due to COVID19	85	67	21		0 The income from halls are not expected to return to normal levels until 2023/24, due to the current restrictions which remain in place due to vacancy at the Hythe Centre
Public Halls - Income Loss - Hythe due to COVID19	(10)				
Halls - Reduction in wages	(7)	(3)			
Halls - Reduction in use of utilities due to Covid 19	(2)				
Halls - Reduction in use of Furniture & Equipment due to Covid 19	(1)				
Halls - Reduction in use of uniforms due to Covid 19	(12)				
Museum - casual staffing costs - due to Covid 19	17	5	3		0 School bookings returning but at lower levels than pre covid
Museum - reduction in income due to Covid 19	98	15	7		0 Hopefully income will return more quickly as sports events have resumed
Parks & Open Spaces - Income Loss COVID19	(27)				Work at Englefield Green now being financed by commuted sums
Parks & Open Spaces - Commuted payments	(58)				
Parks & open spaces reduction in cost wages due to Covid 19	(28)				
Parks & open spaces reduction in attendance allowance due to Covid 19	(24)	8			Partial deferral to 2021/22
Parks & open spaces reduction in Grounds maintenance due to Covid 19	(6)				
Parks & open spaces reduction in cost of sports equipment due to Covid 19	(1)				
Parks & open spaces reduction in cost of Water bills from paddling pools due to Covid 19	(50)	25	25		25 Delayed in 20/21 but costs potentially increased to £75k per annum
Parks & open spaces - Contribution to Surrey Wide traveller transit site	20	10			Additional cleaning carried out due to covid
Parks & open spaces - additional costs of cleaning public toilets	(40)	(37)	(37)	(37)	Reduced new figures based on information supplied by P Winfield
Parks - Grounds maintenance contract retender	20				Growth item agreed to proceed. £80,000 reduced to £20,000
Parks (& Housing) - Tree Survey	(47)				One off Covid bounce (but watch for usual winter lull).
Cemeteries - Income betterment					

Environment and Sustainability Committee

Environmental Services

Pollution control - equipment			6		Equipment Calibration/purchase every 3 years.
Contaminated land - £10,000 provision (E&S 21 March 2019)	(7)	(7)	(7)	(7)	One off £7,000 deferred to 2020/21 then dropping out of the budget

Pollution control - contaminated land - fees provision used in 2019/20	(6)				
Air quality £10,000 provision - subject to committee report		(5)	(5)	(5)	One off. £5,000 (of a £10,000 provision) deferred to 2020/21 then falling away
Air quality - SO42 £2,000 provision used in 2019/20	(2)				
Animal welfare licences - extension to licences - income delayed until 2021/22	3	(3)			Premises given 3 month extensions - income delayed
DSO Wages	30				Increase in agency costs
Green Waste – Invest to Income Generate	(65)	(65)	(65)	(65)	Costs in 20/21 (£65k) to create savings in 21/22 onwards Growth no longer required.
Green Waste - additional income offset by costs	(15)	3	3	3	Increase in income offset by additional vehicle costs and purchase of bins expenditure.
Domestic Refuse - reduction in income	10	10	10	10	Weekly collections from Addlestone One residential properties not required
Trade Waste Collection - Income Loss COVID19	50	30			Net figure - income loss partially offset by lower disposal costs
Trade Waste Collection - disposal costs - over estimated tonnage in 2019/20	(50)				Actual tonnage is less than the sundry creditor raised.
Street Clean. Litter & Dog Fouling Fines	19				Kingdom withdrew from contract in 19/20. Loss of income partially offset by savings. Assumes no replacement in 2020/21 only.
Street Cleansing - hazardous waste provision reduced	(5)	(5)	(5)	(5)	
Bartec system	1	1	1	1	Growth item proceeding
Highways and Transport Services					
Car Parks - Income Loss COVID19	600	70			Assumes reduction in usage of car parks will continue into 2021/22
Car Parks - reduction in penalty charge notice income		10	10	10	
Car Parks - urgent tree works - virement from Community Services	8				
On Street Parking - income loss COVID 19	70	10			Assumes reduction in income will continue into 2021/22
On Street Parking - reduction in penalty charge notice income		14	14	14	
Environmental Maintenance - RBC - hanging baskets and troughs cancelled for 20/21	(15)				
Environmental Maintenance - RBC - reduction in roundabout sponsorship income	10	10			Assumes back to normal from 2022/23
Licensing Committee					
Licensing - Alcohol & Related Licensing income Loss COVID19	10	7	0	0	Loss of income in 2020/21 & 2021/22 due covid
Regulatory Committee					
Taxi Licensing - Income Loss	20	20	20	20	£20k loss of income expected going forward due to a decrease in Taxi Licenses applications and renewals
Planning Committee					
Planning Policy & Implementation					
Agency Staff Costs	25				Planned Underspend provision budget forward from 2019/20
Counsel Fees - (Local Plan) All inquiry Fees		(20)	(20)	(20)	Underspend £1,488 - Local Plan examination in Public costs, Stage 2 hearings, CMC 28 May 2019 - Local Plan Examination in Public hearings, EIP fees
Councils Local Plan	16				Planned Underspend provision budget forward from 2019/20
Conservation & Urban Design Advice		(7)	(7)	(7)	Peer review CA reviews; Additional Highways works recommended by the Inspector re Local Plan examination
Conservation & Urban Design Advice	5	0	0	0	Planned Underspend provision budget forward from 2019/20 (was 25K, 20K moved to Local Plan- Planning and Development Advice 2021/22)
Other Professional Fees		(10)	(10)	(10)	CMC March 2019 - to cover additional sustainability appraisal and additional viability work
Planning and Development Advice		(20)	(20)	(20)	CMC March 2019 - to cover additional highways consultancy costs.
Income grant received	(2)	0	0	0	One off grant for national dataset and map
Local Plan- Planning and Development Advice	(75)	75	0	0	One off provisions moved forward to 2021/22
Local Plan- Planning and Development Advice	0	(80)	(80)	(80)	2020/21 provisions dropping out

Local Plan- Planning and Development Advice	0	20	0	0 One off provision moved from Conservation & Urban Design Advice 2020/21
Neighbourhood Planning – Planning Advice	8	0	0	0 Planned Underspend provision budget forward from 2019/20
Neighbourhood Planning – Planning Advice	0	(15)	(15)	(15) Fund no longer required
Neighbourhood Planning – income grant received	(30)	0	0	0 Grants to be received

Development Management

Development Management - Salaries	34	34	34	34 Part of £75k Growth item proceeding (includes £10k one off costs in year one)
Development Management - Training and recruitment	0	(5)	(5)	(5)
Development Management - Direct enforcement action	(5)	(5)	(10)	(10) One off budget provision to be used in 2020/21 & 2021/22 only
Development Management - Counsel and Legal Fees combined	0	(18)	(18)	(18) Expected increase in legal fees dropping out
Development Management - Planning Application Fees - Income Loss COVID19	100	100	0	0 £100k loss of income in 2020/21 & 2021/22 due covid and Brexit uncertainty
Development Management - Planning Application Fees	0	0	(140)	(140) Reinstatement of income to normal levels - 2022/23 & 2023/24
Development Management - Planning Advice	0	0	(23)	(23) Advice to Public (S) - Reinstatement of income to normal levels
Development Management - Planning Performance Agreement Advice(S)	20	0	0	0 £20k loss of income in 2020/21 due covid
Purchase of new software for CIL	8	8	8	8 Growth item proceeding to facilitate CIL
Community Infrastructure Levy (CIL)	0	(70)	(70)	(70) Introduction of CIL
Adas Farm Counsel and Barristers Fees	(30)	(30)	(30)	(30) Completed no further funds required
Padd Farm - Court Costs - Enforcement costs	113	43	0	0 Estimated Enforcement Receiver costs
Padd Farm Legal Cost recovered	300	0	300	300 Receipt now expected in 21/22 - Dependent on sale of land by Enforcement Receiver
Longcross Garden Village Grant	(50)	0	100	100 Variations in Grant funding
Longcross Garden Village - Planning Performance Agreement		26	38	38 Depends on land owner entering into second PPA

Building Control

Building Control - Income Loss COVID19	105	0	0	0 Loss of income in 2020/21 due to covid
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Corporate Management Committee - Non Property

Corporate & Democratic Services

Corporate Management - Salaries	6	6	6	6 Part of £75k Growth item proceeding (includes £10k one off costs in year one)
Corporate Management - Media training			4	Training for CLT & Members. Estimated requirement every 3 years starting in 2019/20.
Corporate Management - Unitary provision	20			CMC July 2020, followed by SO42
Economic Development Strategy - Other professional fees		(56)	(56)	(56) One off budget provision dropping out
Economic Development Strategy - Other professional fees	20			Planned Underspend provision budget forward from 2019/20
Public Accountability - Corporate Business Plan		(3)	(3)	(3) One off budget provision dropping out
Public Accountability - External audit	77	26	26	26 Increase in net fees since the 2018/19 audit of accounts
Public Accountability - Enterprise zone	(15)	(10)	(25)	(25) £25k One off budget provision. £15k deferred to 2021/22
Democratic Representation - Independent remuneration panel		3		Provision required every 3 years i.e. 2021/22
Public relations Communications - Runnymede talks	15	15	15	15 Growth item proceeding - One copy at £15k only (was 3 copies at £45k)

Central Services to the Public

Elections - Borough running expenses			40	40 In 2020/21 the election was to be shared. In 2021/22 No borough election. In 2022/23 & 2023/24 borough election only.
Elections - 2020/21 election deferred - shared election costs saved	(60)	(15)		The 2020/21 election has been deferred to 2021/22 where it will be shared by three authorities
Elections - no By-elections this year	(5)			
Council Tax increased costs of annual billing	8	8	8	8
Council Tax reduced costs recovered as courts are closed	80			As yet no known estimated re-opening time
Business Rates reduced costs recovered as courts are closed	7			As yet no known estimated re-opening time
Local Land Charges - Income Loss COVID19	48	10		Income loss offset by expenditure savings

Business Services to the Public

Runnymede Business partnership	(7)	(7)	(7)	(7) more accurate provision for Business engagement
Civic centre	20			additional £20k cleaning
Depot feasibility Study	30			Growth item proceeding. 2020/21 only
Control & Establishment				
Salaries - apprenticeship provision not fully utilised	(25)	5	20	20 additional budget provision to be utilised in future years
Staff savings - additional vacancies/recruitment freeze	(400)			£400k is on top of the budgeted savings target of £300k
Employers costs - increase in pension %		25	50	50 Triennial review effective from April 2020 to March 2023
Employers costs - savings from over estimating provisions	(70)	(80)	(80)	(80)
Employers costs - estimated savings from SCAVC		(17)	(17)	(17) Estimated employer NI savings from staff joining Shared Cost AVC Pension scheme
Training budget - provisions reduced	(83)			
Training budget - management development	(20)	(17)	(37)	(37) £37k one off provision, £19.5k deferred to 2021/22
Financial services Insurance - broker fees				5 Tender consultancy advice every 5 years (2023/24)
Financial services - P/U Accountancy services - Computer Maint	3			
Financial services - P/U Income collection - Computer Development	5			
Digital services - staffing reorganisation	15	35	35	35 CMC October 2020
Computer services - Computer development		(5)	(5)	(5) One off budget provision dropping out
Digital Transformation Programme	15	4	(21)	(21) Growth item proceeding (Capital items past 20/21 may be deferred)
Document management - expand i@w		15	15	15 additional costs when the system goes live
Document management - expand i@w		(15)	(15)	(15) One off budget provision dropping out
Runnymede Web - Promotions		(8)	(8)	(8) One off budget provision dropping out
Human resources - Other professional fees - Equality review		(6)	(6)	(6) One off budget provision dropping out
Projects & procurement - computer maintenance provision reduced	(5)	(5)	(5)	(5)
Law & Governance - Legal services - Agency staffing not budgeted for	85	85	85	85 Report to be presented to CMC in February 2021
Law & Governance general savings identified	(15)	10	10	10 One off savings less reduced income
Customer services - computer development costs		(25)	(25)	(25) One off budget provision dropping out
Customer services - additional CRM computer maintenance	32	40	18	18 CMC May 2020 additional provision up to £59k
Customer services - other professional services		(3)	(3)	(3) One off budget provision dropping out

Corporate Management Committee - Land & Property

Commercial property development

Staffing - Head of Department savings	(55)	(60)	(60)	(60) Savings due to personnel change
Property Development - Ashdene - development cost to be capitalised	165	(247)		Work due to start 21/22 - will move development costs incurred to capital then.
Property Development - Pine Trees - Feasibility	(40)	(45)	(85)	(85) P/U £85k was deferred to 2020/21, but only part will be spent this year, remainder (less £5k) in 21/22
Property Development - Feasibility	(25)	(25)	(50)	(50) Feasibility costs reduced from 50k to 25k for next two years.
Property Development - Addlestone One residential marketing costs	11	16		Excess marketing costs after capitalising against sales. Expect remaining units to sell in 21/22
Property Development - Egham Gateway residential marketing costs		35		Not expecting any sales in 21/22 but will be marketing costs. In future years can capitalise against sales

Commercial property services

Staffing - Staff reorganisation	345	95	125	125 CMC December 2020
Commercial Services - Annual energy efficiency certificates	100	100	100	100 Growth item proceeding
Property Services - asset valuations		(1)		2 New four year contract (CMC - Sept 2019).
Corporate property - Property surveys		(15)	(60)	(60) Stock condition, EPC rating, Tree surveys and insurance reinstatement value surveys. After initial spend reduces to maintenance costs. See also ongoing £100k growth item
Corporate property - Legal Fees	(25)	(25)	(25)	(25) Reduced to facilitate increase in legal staffing shown elsewhere
Corporate property income/rents	5,612	1,611	(1,842)	(3,719) See Property income sheet (09-11-20) Bad debt provision removed and added below
Corporate property income/rents - Assumes permanent loss		1,393	1,502	1,559 Assumes 5% permanent loss in income (reduced rents, company failures etc) due to Covid19

Corporate property income - Audio Visual Information Boards	15		(5)	(5) Addlestone One Information boards. No income 20/21, target income in 21/22 then increasing by £5k
Capital - Laser - Surveyors Fees - P/U - DEFERRED TO 2021/22		5		Planned Underspend provision budget forward from 2019/20 and moved from Capital to revenue
LSC Laser House - Planned Redecoration - P/U - DEFERRED TO 2021/22	33	33		Planned Underspend provision budget forward from 2019/20 (was £172k, revised down to 65k over 2 years)
LSC Laser House - void costs - building not refurbished	10	35		continued works until work complete and building let
Pine Trees - Legal/Marketing	(15)	115	(30)	(30) SO42 Dec 2018 - additional budget for legal and marketing fees incurred letting vacant units is deferred to 21/22 (less 15k in 20/21), then drops out.P/U of 15k current yr from budget of £30k reduces 21/22 spend
Addlestone One - additional void costs	110	90	55	28 assume vacancies will decrease by 25% per year
Egham Gateway West - void costs - NNDR reduced, credits received	30	130	500	250 assume minimal revenue costs while under construction, then budget for vacancies
The Precinct car park - Waitrose refunds	70	60	60	60 Reimburse RBCS for lost income due to change in Waitrose parking refund process. Covered by additional income in RBC.
Tudor Court & The Precinct - additional void costs	25	19	13	6 assume vacancies will decrease by 25% per year
Achieve gyms - Sport England consultation SO42	5			SO42 for assistance with leisure provider

General

Estimates in the MTFS yet to be agreed - removed from base	(1,278)	(1,278)	(1,278)	(1,278) Overall growth removed. Schemes progressing added to individual service areas
Net Income from £100m Property Investment - removed from base	1,200	1,200	1,200	1,200 £100m @ 5% less MRP & Interest removed.
Strategic maintenance plan	(310)	(338)	(276)	(295) Draft SMP five year plan which starts on 1 April 2021. 2020/21 Base Budget £691k
Strategic maintenance plan - Sustainability Measures			180	180 Draft figures for sustainability works to properties split over 2 years
Transport costs - repairs		25	50	50 increased repair costs from new contractor from April 2020 offset by the purchase of new vehicles including warranties.
IHS subscriptions - new contract from September 2020	(12)	(19)	(19)	(19)
Net Inflation			392	373 See "Inflation" Sheet
Roundings to align detailed budget and MTFS	(68)	43		
Additional COVID 19 Expenses	600			see Budget Monitoring Report for details
Covid Grant Assistance for Achieve lifestyle	500			Agreed at Council meeting on the 28/9/20

Total Budget Adjustments	8,263	3,412	888	(1,271)
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