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## General Information

## Population & Area

Area	<b>2,597</b>	<b>hectares</b>
Population	<b>88,400</b>	

## Stevenage Borough Council

## Your Local Council

Number of Council Employees	<b>770</b>	April 2018 to 31st December 2018
No. of recycling collections	<b>948,740</b>	for 2018/19
Area of grass maintained by SBC	<b>4,689,272</b>	square metres
Community Centres	<b>14</b>	April 2018 to 31st December 2018
Car Parks	<b>16</b>	12 at Stevenage Town & 4 at Old Town
No. of commercial properties managed by SBC	<b>397</b>	April 2018 to 31st December 2018
No. of planning applications received by SBC	<b>598</b>	April 2018 to 31st December 2018
No. of Council Houses managed	<b>7,921</b>	As at 31st December 2018

## Stevenage Facilities

## Health, Education, Leisure, ETC

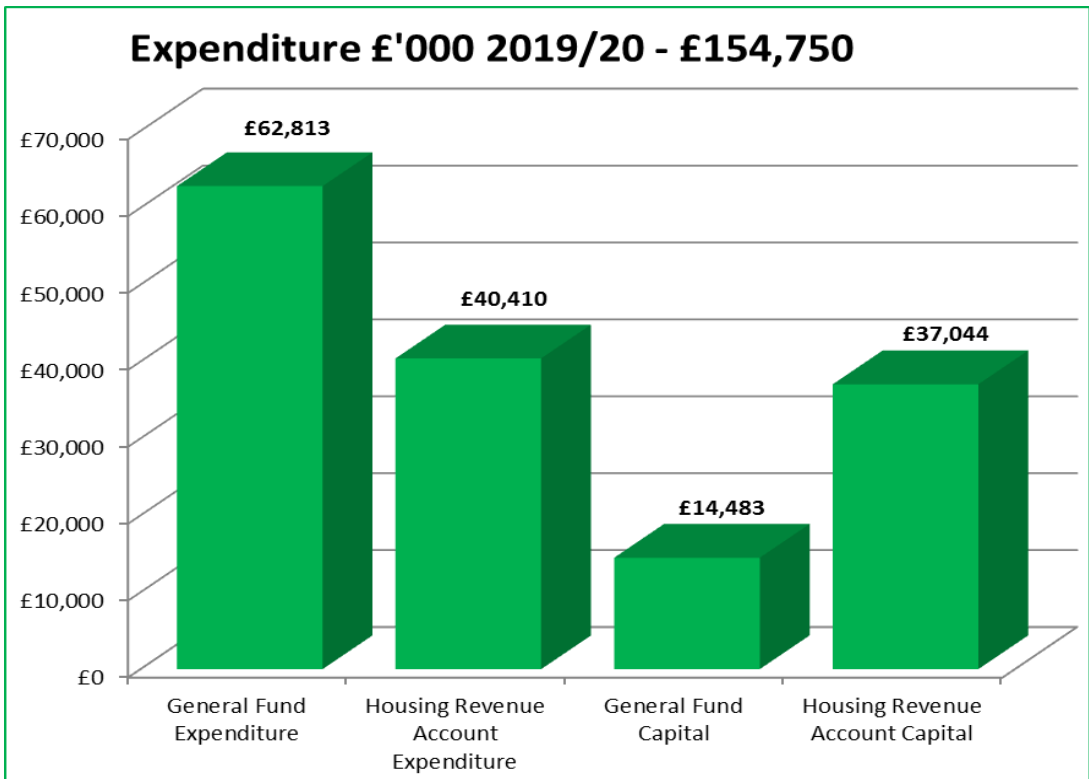
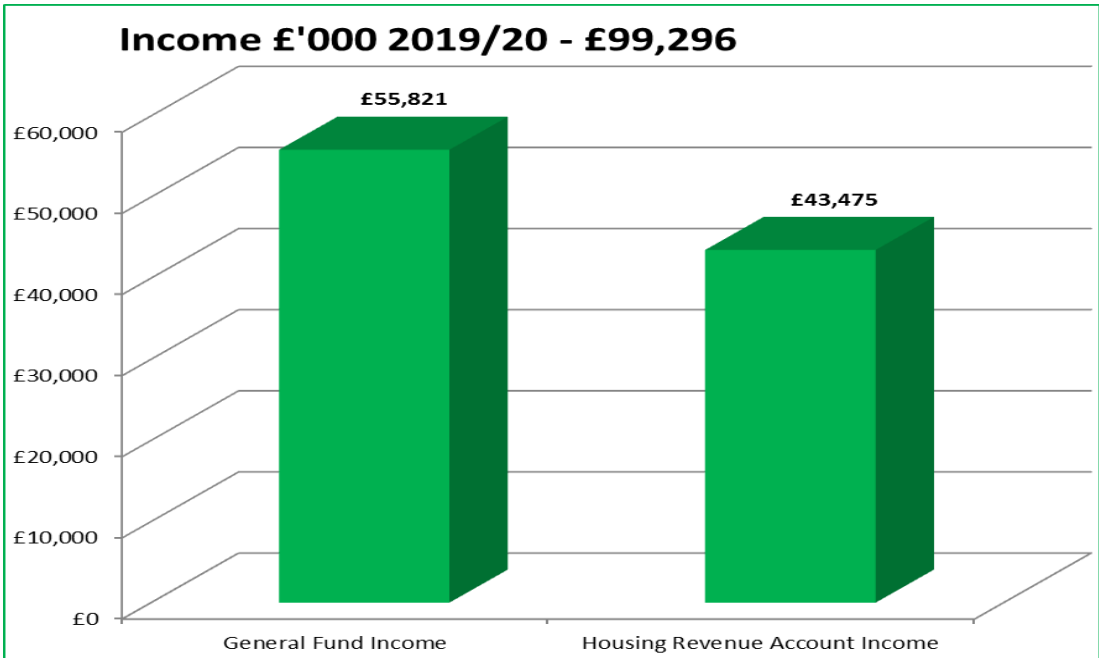
Indoor Market	<b>1</b>
Theatre (Gordon Craig)	<b>1</b>
Arts & Leisure Centre	<b>1</b>
Golf Club	<b>1</b>
Swimming Pool	<b>1</b>
Cemeteries	<b>2</b>
Museum	<b>1</b>
Allotment Sites	<b>16</b>
Fairlands Valley Park	<b>1</b>
Town Centre Gardens	<b>1</b>

## Stevenage Services

## Council Tax

Chargeable Dwellings*	<b>37,188</b>
No. at Band A	<b>1,611</b>
No. at Band B	<b>6,562</b>
No. at Band C	<b>21,256</b>
No. at Band D	<b>3,286</b>
No. at Band E	<b>3,126</b>
No. at Band F	<b>918</b>
No. at Band G	<b>421</b>
No. at Band H	<b>8</b>
Rateable Businesses	<b>2,311</b>

\*estimated chargeable dwellings/businesses for 2018/19



	Actual 2017/18 £	Original Budget 2018/19 £	Working Budget 2018/19 £	Original Budget 2019/20 £
<b>Summary of Expenditure</b>				
<b>Portfolio:</b>				
<b>Community Services</b>	5,480,906	4,696,560	4,961,410	4,296,620
<b>Housing Services</b>	3,856,237	2,109,980	2,070,640	1,990,980
<b>Environmental Services</b>	7,555,669	7,186,170	7,860,670	6,836,520
<b>Local Community Budgets</b>	100,577	100,800	100,800	100,800
<b>Resources</b>	(6,985,181)	(5,230,000)	(5,405,000)	(4,353,470)
<b>Resources - Support</b>	130,029	234,530	492,940	(30,830)
<b>Trading Accounts - Direct Services *     Organisation (DSO)</b>	(8)	9,700	(17,960)	(38,100)
<b>Net General Fund Expenditure</b>	<b>10,138,229</b>	<b>9,107,740</b>	<b>10,063,500</b>	<b>8,802,520</b>
<b>Government Support - Revenue Support Grant</b>	(689,969)	(351,230)	(351,230)	0
<b>Government Support - Retained Business Rates (NDR)</b>	(2,569,654)	(2,539,149)	(2,641,378)	(2,562,580)
<b>Transfer to/from Collection Fund (Council Tax)</b>	(139,102)	(139,616)	(139,616)	(55,621)
<b>Transfer to/from Collection Fund (NDR)</b>	(478,057)	(30,293)	(30,293)	(380,962)
<b>NNDR Levy</b>	0	303,713	0	0
<b>District Precept</b>	(5,299,586)	(5,532,344)	(5,532,344)	(5,754,911)
<b>Use of General Fund Balances</b>	<b>961,861</b>	<b>818,821</b>	<b>1,368,639</b>	<b>48,446</b>
<b>General Fund Balance:</b>				
<b>Balance 1 April</b>	(6,426,983)	(4,883,389)	(5,465,122)	(4,096,483)
<b>Use of Balances in Year</b>	961,861	818,821	1,368,639	48,446
<b>General Fund Balance 31 March</b>	<b>(5,465,122)</b>	<b>(4,064,568)</b>	<b>(4,096,483)</b>	<b>(4,048,037)</b>
<b>Allocated Revenue Reserves:</b>				
<b>Balance 1 April</b>	(2,549,819)	(1,796,659)	(2,849,582)	(1,401,101)
<b>Use of Balances in Year</b>	(299,763)	11,683	1,448,481	(160,216)
<b>Allocated Revenue Reserves Balance 31 March</b>	<b>(2,849,582)</b>	<b>(1,784,976)</b>	<b>(1,401,101)</b>	<b>(1,561,317)</b>
<b>Total Revenue Reserves</b>	<b>(8,314,704)</b>	<b>(5,849,544)</b>	<b>(5,497,584)</b>	<b>(5,609,354)</b>
<b>Council Tax Bands for 2019/20</b>		<b>2018/19</b>		<b>2019/20</b>
<b>2.99% Increase on Band D Property:</b>				
<b>BAND A</b>		136.31		140.38
<b>BAND B</b>		159.02		163.78
<b>BAND C</b>		181.74		187.17
<b>BAND D</b>		204.46		210.57
<b>BAND E</b>		249.90		257.36
<b>BAND F</b>		295.33		304.16
<b>BAND G</b>		340.77		350.95
<b>BAND H</b>		408.92		421.14

\* Cost fully recharged out

	<b>Actual 2017/18 £</b>	<b>Original Budget 2018/19 £</b>	<b>Working Budget 2018/19 £</b>	<b>Original Budget 2019/20 £</b>
<b>Summary of Expenditure</b>				
7 Children's Services	0	(80)	(56,360)	0
8 Play	984,148	912,400	919,120	868,320
9 Community Transport	154,505	178,300	174,460	141,920
10 Sports & Recreational Facilities	2,001,762	2,045,120	2,063,310	1,589,300
11 Sports Development	95,825	99,650	101,540	105,810
12 Leisure Promotions	118,915	76,580	106,570	60,240
13 Golf Course	(78,415)	(69,960)	(68,940)	(81,850)
14 Community Services General	319,164	228,290	281,130	485,110
15 Community Associations	865,824	372,860	368,860	190,610
16 Community Safety	322,610	200,810	410,340	313,370
17 Museums	290,628	277,800	281,590	284,270
18 Community Funding	405,941	374,790	379,790	339,520
<b>Total Cost of Portfolio</b>	<b>5,480,906</b>	<b>4,696,560</b>	<b>4,961,410</b>	<b>4,296,620</b>

**Children's Services**
**Strategic Management And Safeguarding**
**CC600**
**Service Description:**

Strategic management provides: strategic direction and management for children's services with the Council and leads on council wide requirement to meet statutory obligations e.g. safeguarding children.

01	<b>Actual</b> 2017/18 £	<b>Original</b> <b>Budget</b> 2018/19 £	<b>Working</b> <b>Budget</b> 2018/19 £	<b>Original</b> <b>Budget</b> 2019/20 £
<b>Expenditure</b>				
<b>Employee Costs:</b>				
Direct Employee Expenses	235,670	123,920	72,240	48,350
Indirect Employee Expenses	523	610	610	150
<b>Premises Related:</b>				
Rents, Rates & Water Services	956	1,420	1,420	0
<b>Transport Related:</b>				
Travelling Expenses	2,037	1,940	1,940	1,440
<b>Supplies &amp; Services:</b>				
Printing, Stationery & General	0	0	0	0
Communications & Computing	1,554	1,530	1,530	1,740
Expenses & Allowances	71,980	0	0	0
Miscellaneous Expenses	24,898	6,940	940	300
<b>Third Party Payments:</b>				
Contract Services	15,044	0	0	0
Appropriations	(98,618)	0	0	0
<b>Recharges:</b>				
Support Services	62,467	52,430	52,430	36,240
<b>Total Expenditure</b>	<b>316,512.26</b>	<b>188,790</b>	<b>131,110</b>	<b>88,220</b>
<b>Income:</b>				
Other Grants & Contributions	0	(1,400)	0	0
Recharge Income	(316,512)	(187,470)	(187,470)	(88,220)
<b>Total Income</b>	<b>(316,512)</b>	<b>(188,870)</b>	<b>(187,470)</b>	<b>(88,220)</b>
<b>Net Cost of Service</b>	<b>0</b>	<b>(80)</b>	<b>(56,360)</b>	<b>0</b>

**Service Details:**

**Direct Employee costs** - One Full Time Equivalent (FTE's) staff in 2019/20.

**Play**
**Play General; Play Centres; Holiday Play Schemes;  
Parent & Toddler Groups Initiative**
**CC110; CC130; CC150; CC190; CC230; CC250; CC310; CC330; CC390**
**Service Description:**

The Play Service's mission is to advocate for the Child's Right to Play and to facilitate, develop, provide and support a range of quality opportunities and services that enable the children and young people to meet their play needs. The Play Service is made up of two operational units. Play Services for 5 to 14 year olds are provided by three Council Play Centres and outreach community play initiatives and a grant to voluntary play providers for 8 to 14 year olds.

02	Actual 2017/18 £	Original Budget 2018/19 £	Working Budget 2018/19 £	Original Budget 2019/20 £
<b>Expenditure</b>				
<b>Employee Costs:</b>				
Direct Employee Expenses	449,917	414,420	419,710	441,420
Indirect Employee Expenses	7,326	8,520	7,940	7,950
<b>Premises Related:</b>				
Repairs & Maintenance Of Buildings	34,004	17,770	17,770	20,700
Energy Costs	8,025	10,810	10,810	9,870
Grounds Maintenance	2,629	2,810	2,810	2,810
Rents, Rates & Water Services	14,381	14,870	14,740	14,570
Cleaning & Domestic Supplies	9,855	11,260	11,260	11,460
Premises Insurance	1,469	2,600	2,600	2,160
<b>Transport Related:</b>				
Fleet Vehicle Recharges	1,061	1,070	1,070	1,070
Hire Of Vehicles	265	0	0	0
Travelling Expenses	7,793	7,150	6,680	7,790
<b>Supplies &amp; Services:</b>				
Equipment, Tools & Materials	19,448	29,580	29,580	29,580
Clothing, Uniforms & Laundry	580	1,300	1,300	1,300
Printing, Stationery & General	16,634	12,980	14,000	14,280
Communications & Computing	13,112	11,920	11,920	13,290
Expenses & Allowances	7	220	220	220
Grants & Subscriptions	34	1,330	1,330	1,330
Miscellaneous Expenses	12,149	9,220	9,220	7,610
<b>Third Party Payments:</b>				
Contract Services	7,148	7,040	7,040	16,080
Private Contractors	748	240	240	240
Consultancy & Agency Fees	360	740	740	740
<b>Recharges:</b>				
Support Services	284,947	182,800	182,800	131,050
<b>Capital Charges:</b>	94,471	168,190	168,190	137,680
<b>Total Expenditure</b>	<b>986,363</b>	<b>916,840</b>	<b>921,970</b>	<b>873,200</b>
<b>Income:</b>				
Other Grants & Contributions	0	0	0	0
Fees & Charges	(2,216)	(4,440)	(2,850)	(4,880)
<b>Total Income</b>	<b>(2,216)</b>	<b>(4,440)</b>	<b>(2,850)</b>	<b>(4,880)</b>
<b>Net Cost of Service</b>	<b>984,148</b>	<b>912,400</b>	<b>919,120</b>	<b>868,320</b>

**Service Details:**

**Direct Employee costs** - The three Play Centres at St Nicholas, Bandley Hill and Pin Green, provide play opportunities, free to the child at the point of delivery. These are direct, accessible services and support children with social, physical and learning impairments. Each play centre has a special theme focus. Play Centres work in partnership with young and adult volunteers, Play Associations children's centres and other partners. School based play sessions are delivered in lunchtimes.



**Community Transport**
**CM510**
**Service Description:**

The service offers a door-to-door transport service to older housebound residents who have difficulty in using passenger transport services. Transport is provided to voluntary day centres, community centres and lunch clubs. Leisure and shopping trips are also offered. The council leases two specially designed vehicles with tail lift and facility to accommodate wheelchairs. A driver and escort work together on each trip.

03	Actual 2017/18 £	Original Budget 2018/19 £	Working Budget 2018/19 £	Original Budget 2019/20 £
<b>Expenditure</b>				
<b>Employee Costs:</b>				
Direct Employee Expenses	106,797	119,050	117,110	96,540
Indirect Employee Expenses	1,855	1,420	1,420	1,180
<b>Transport Related:</b>				
Fleet Vehicle Recharges	17,756	22,310	22,410	19,980
Hire Of Vehicles	723	0	0	0
Travelling Expenses	792	750	750	800
<b>Supplies &amp; Services:</b>				
Equipment, Tools & Materials	450	0	0	0
Clothing, Uniforms & Laundry	340	300	300	300
Printing, Stationery & General	15	0	0	0
Communications & Computing	3,035	2,820	2,820	3,250
Expenses & Allowances	1,757	1,250	1,250	1,250
General Expenses	2,308	2,590	2,590	2,520
<b>Third Party Payments:</b>				
Private Contractors	220	0	0	0
<b>Recharges:</b>				
Support Services	35,719	43,420	43,420	33,710
<b>Total Expenditure</b>	<b>171,767</b>	<b>193,910</b>	<b>192,070</b>	<b>159,530</b>
<b>Income:</b>				
Fees & Charges	(17,262)	(15,610)	(17,610)	(17,610)
<b>Total Income</b>	<b>(17,262)</b>	<b>(15,610)</b>	<b>(17,610)</b>	<b>(17,610)</b>
<b>Net Cost of Service</b>	<b>154,505</b>	<b>178,300</b>	<b>174,460</b>	<b>141,920</b>

**Service Details:**

**Direct Employee Expenses** - Five part-time and voluntary Community Transport Drivers are employed together with two Casual Drivers who provide cover as and when required. In 2017/18, 5,563 trips were undertaken.

**Sports & Recreational Facilities**
**CA110**
**Service Description:**

This cost centre contains expenditure and income relating to the management and operation of Council owned leisure facilities including Fairland's Valley Sailing Centre, Stevenage Arts & Leisure Centre, and Stevenage Swimming Centre.

04	Actual 2017/18 £	Original Budget 2018/19 £	Working Budget 2018/19 £	Original Budget 2019/20 £
<b>Expenditure</b>				
<b>Premises Related:</b>				
Repairs & Maintenance Of Buildings	0	0	0	0
Premises Insurance	30,925	47,960	47,960	47,490
<b>Supplies &amp; Services:</b>				
Equipment, Tools & Materials	10,000	10,000	10,000	10,000
Printing, Stationery & General	3,622	3,070	3,070	3,720
Communications & Computing	1,377	1,300	1,300	1,400
Miscellaneous Expenses	24,871	20,000	37,980	20,000
<b>Third Party Payments:</b>				
Contract Services	1,344,328	1,169,290	1,169,500	1,037,840
Private Contractors	0	0	0	0
Consultancy & Agency Fees	0	0	0	0
<b>Recharges:</b>				
Support Services	81,839	75,120	75,120	49,050
<b>Capital Charges:</b>	504,801	718,380	718,380	419,800
<b>Total Expenditure</b>	<b>2,001,762</b>	<b>2,045,120</b>	<b>2,063,310</b>	<b>1,589,300</b>
<b>Net Cost of Service</b>	<b>2,001,762</b>	<b>2,045,120</b>	<b>2,063,310</b>	<b>1,589,300</b>

**Service Details:**

**Third Party Payments** - Includes the contractual relationship the Council has with Stevenage Leisure Limited for the management of four sites. **Capital Charges** - Relates to the depreciation cost of non-current (fixed) assets used in this service.

**Sports Development**
**Sports Development; Active Sport;  
Increasing Participation**
**CD470; CD500**
**Service Description:**

Working within the schools and community and to liaise with external bodies to maximise leisure provision and increase community participation in sport and physical activity across the various partners.

05	Actual 2017/18 £	Original Budget 2018/19 £	Working Budget 2018/19 £	Original Budget 2019/20 £
<b>Expenditure</b>				
<b>Employee Costs:</b>				
Direct Employee Expenses	84,180	43,440	72,310	48,350
Indirect Employee Expenses	287	200	200	170
<b>Transport Related:</b>				
Travelling Expenses	1,640	1,080	1,480	1,460
<b>Supplies &amp; Services:</b>				
Equipment, Tools & Materials	12	0	0	0
Printing, Stationery & General	441	0	0	0
Communications & Computing	570	210	610	240
Grants & Subscriptions	25,457	5,500	42,670	5,500
Miscellaneous Expenses	29,847	17,700	17,700	17,690
<b>Third Party Payments:</b>				
Private Contractors	44	0	0	0
<b>Recharges:</b>				
Support Services	32,944	43,060	43,060	43,940
<b>Total Expenditure</b>	<b>175,421</b>	<b>111,190</b>	<b>178,030</b>	<b>117,350</b>
<b>Income:</b>				
Other Grants & Contributions	(79,596)	(9,000)	(73,950)	(9,000)
Fees & Charges	0	(2,540)	(2,540)	(2,540)
<b>Total Income</b>	<b>(79,596)</b>	<b>(11,540)</b>	<b>(76,490)</b>	<b>(11,540)</b>
<b>Net Cost of Service</b>	<b>95,825</b>	<b>99,650</b>	<b>101,540</b>	<b>105,810</b>

**Service Details:**
**Supplies and Services** - expenditure in relation to increasing participation in sport funded by grant income.

**Leisure Promotions**
**CD110; CD111; CD112; CD114; CD115; CD117; CD118; CD120**
**Service Description:**

Facilitates delivery of leisure provision within the town and promotion of sporting events within Stevenage. Also support of major events (Fireworks/ Stevenage Day) and liaison with management of key cultural facilities.

06	Actual 2017/18 £	Original Budget 2018/19 £	Working Budget 2018/19 £	Original Budget 2019/20 £
<b>Expenditure</b>				
<b>Employee Costs:</b>				
Direct Employee Expenses	163,795	174,660	203,370	235,680
Indirect Employee Expenses	1,956	930	930	1,000
<b>Premises Related:</b>				
Repairs & Maintenance Of Buildings	3,672	2,780	2,780	4,570
Energy Costs	3,683	5,410	5,410	4,710
Rents, Rates & Water Services	2,942	3,850	3,850	4,510
<b>Transport Related:</b>				
Travelling Expenses	2,351	3,390	2,760	2,650
<b>Supplies &amp; Services:</b>				
Clothing, Uniforms & Laundry	241	0	0	0
Printing, Stationery & General	1,376	40	1,240	40
Communications & Computing	5,795	6,000	6,000	3,330
Grants & Subscriptions	5,570	5,110	5,110	8,170
Miscellaneous Expenses	96,459	17,510	24,620	17,790
Contributions to / from Provisions	1,107	0	0	0
<b>Third Party Payments:</b>				
Private Contractors	26,364	5,500	19,270	5,500
Consultancy & Agency Fees	49,935	0	13,220	0
<b>Recharges:</b>				
Support Services	120,721	122,580	122,580	122,200
<b>Capital Charges:</b>	3,598	26,650	26,650	5,110
<b>Total Expenditure</b>	<b>489,564</b>	<b>374,410</b>	<b>437,790</b>	<b>415,260</b>
<b>Income:</b>				
Other Grants & Contributions	(44,065)	0	(18,730)	(1,230)
Fees & Charges	(16,645)	(750)	(15,410)	(750)
Recharge Income	(309,939)	(297,080)	(297,080)	(353,040)
<b>Total Income</b>	<b>(370,649)</b>	<b>(297,830)</b>	<b>(331,220)</b>	<b>(355,020)</b>
<b>Net Cost of Service</b>	<b>118,915</b>	<b>76,580</b>	<b>106,570</b>	<b>60,240</b>

**Service Details:**

**Miscellaneous Expenses** - The council hosted the Stevenage Festival of Cycling in 2017/18 and the Cycle tour in 2018/19 both funded from New Homes Bonus funding which was approved at the March 2017 Executive. £90,000 was included in the 2017/18 working budget.

**Golf Course**

**CG310**

**Service Description:**

Stevenage Golf Centre and Clubhouse is managed on behalf of Stevenage Borough Council by Stevenage Leisure Limited and provides an 18 hole golf course, 9 hole pitch and putt together with a 24 hour floodlit driving range. The clubhouse is also available for hire for weddings, parties and conferences.

07	Actual 2017/18 £	Original Budget 2018/19 £	Working Budget 2018/19 £	Original Budget 2019/20 £
<b>Expenditure</b>				
<b>Premises Related:</b>				
Repairs & Maintenance Of Buildings	10,665	0	0	0
Premises Insurance	1,280	2,260	2,260	2,360
<b>Supplies &amp; Services:</b>				
Equipment, Tools & Materials	8,851	9,070	9,120	9,340
<b>Third Party Payments:</b>				
Contract Services	161,489	165,360	166,330	170,320
<b>Recharges:</b>				
Support Services	8,569	8,170	8,170	8,390
<b>Capital Charges:</b>				
	36,022	50,470	50,470	33,030
<b>Total Expenditure</b>	<b>226,875</b>	<b>235,330</b>	<b>236,350</b>	<b>223,440</b>
<b>Income:</b>				
Fees & Charges	(305,290)	(305,290)	(305,290)	(305,290)
<b>Total Income</b>	<b>(305,290)</b>	<b>(305,290)</b>	<b>(305,290)</b>	<b>(305,290)</b>
<b>Net Cost of Service</b>	<b>(78,415)</b>	<b>(69,960)</b>	<b>(68,940)</b>	<b>(81,850)</b>

**Service Details:**

**Expenditure:** Contract Services reflects payments made to Stevenage Leisure Limited for the management of the facility.

**Community Services General**
**Community Development; Services & Strategy; Equality; Youth Café; Neighbourhood Working; Summer Fest; Hyde Community Resource**
**CM110; CM111; CM112; CM113; CM116; CM140; CM150; CM155; CM300; CM330; CQ110**
**Service Description:**

Service includes delivery of the Council's equality programme; a summer programme of activities for young people (11 to 19); support of the Local Strategic Partnership and the Council's neighbourhood working agenda.

08	Actual 2017/18 £	Original Budget 2018/19 £	Working Budget 2018/19 £	Original Budget 2019/20 £
<b>Expenditure</b>				
<b>Employee Costs:</b>				
Direct Employee Expenses	220,552	137,540	190,380	500,110
Indirect Employee Expenses	4,967	1,780	1,780	8,470
<b>Premises Related:</b>				
Energy Costs	67	80	80	1,040
Rents, Rates & Water Services	0	0	0	760
<b>Transport Related:</b>				
Travelling Expenses	4,241	2,750	2,750	7,940
<b>Supplies &amp; Services:</b>				
Equipment, Tools & Materials	61	200	200	0
Clothing, Uniforms & Laundry	1,172	0	0	0
Printing, Stationery & General	7,539	6,380	6,380	7,570
Communications & Computing	2,838	3,600	3,600	7,630
Expenses & Allowances	0	170	170	0
Grants & Subscriptions	632	260	260	260
Miscellaneous Expenses	32,978	8,070	68,070	24,450
Contributions to Provisions	40	0	0	0
<b>Third Party Payments:</b>				
Private Contractors	44	0	0	0
<b>Recharges:</b>				
Support Services	84,497	82,670	82,670	161,820
<b>Total Expenditure</b>	<b>359,627</b>	<b>243,500</b>	<b>356,340</b>	<b>720,050</b>
<b>Income:</b>				
Other Grants & Contributions	(25,248)	0	(60,000)	(3,000)
Fees & Charges	0	0	0	(4,000)
Recharge Income	(15,216)	(15,210)	(15,210)	(227,940)
<b>Total Income</b>	<b>(40,464)</b>	<b>(15,210)</b>	<b>(75,210)</b>	<b>(234,940)</b>
<b>Net Cost of Service</b>	<b>319,164</b>	<b>228,290</b>	<b>281,130</b>	<b>485,110</b>

**Service Details:**
**Direct Employee Expenses** - Twelve FTE's staff in total, including Neighbourhood Wardens. Projects include producing a community strategy for Stevenage.

Community Associations

Community Buildings; Furniture Scheme; Community Trust Partners; Community Trust; Youth Council; Voluntary Sector Training Grants; Youth Scheme

CN001 - CN017; CN019; CN021; CN130; CN150; CN160; CN180; CN200; CN220

**Service Description:**

Service includes covering costs of landscaping and groundwork around the Council's community buildings.

09	Actual 2017/18 £	Original Budget 2018/19 £	Working Budget 2018/19 £	Original Budget 2019/20 £
<b>Expenditure</b>				
<b>Premises Related:</b>				
Repairs & Maintenance Of Buildings	67,230	45,750	45,750	54,540
Premises Insurance	7,206	11,960	11,960	15,570
<b>Supplies &amp; Services:</b>				
Grants & Subscriptions	5,500	12,000	8,000	5,500
<b>Recharges:</b>				
Support Services	49,733	47,750	47,750	55,930
<b>Capital Charges:</b>				
	736,342	255,400	255,400	59,070
<b>Total Expenditure</b>	<b>866,011</b>	<b>372,860</b>	<b>368,860</b>	<b>190,610</b>
<b>Income:</b>				
Other Grants & Contributions	(188)	0	0	0
<b>Total Income</b>	<b>(188)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Cost of Service</b>	<b>865,824</b>	<b>372,860</b>	<b>368,860</b>	<b>190,610</b>

**Service Details:**

**Expenditure: Grants & Subscription:** includes an annual subscription supporting the Stevenage Community Trust and the community sector.

**Community Safety**
**Anti Social Behaviour; Community Safety;  
Criminal amage; SBC Joint Action Group;  
Local Strategic Partnership (LSP) Health In-equalities**
**CM002; CM193; CM199; CM205; CM207; CM250; CM260; CM340**
**Service Description:**

Service includes maintenance of CCTV operations; anti-social behaviour (ASB) case management; service level agreement with the police for Police Community Support Officer's (PCSOs); projects and initiatives in support of community safety objectives.

10	Actual 2017/18 £	Original Budget 2018/19 £	Working Budget 2018/19 £	Original Budget 2019/20 £
<b>Expenditure</b>				
<b>Employee Costs:</b>				
Direct Employee Expenses	29,257	0	249,880	280,920
Indirect Employee Expenses	0	80	80	1,020
<b>Premises Related:</b>				
Rents, Rates & Water Services	14,974	6,350	6,000	110
<b>Transport Related:</b>				
Travelling Expenses	12	250	250	2,520
<b>Supplies &amp; Services:</b>				
Equipment, Tools & Materials	18,723	10,910	25,150	17,310
Printing, Stationery & General	7,721	6,140	6,140	7,780
Communications & Computing	296	0	0	17,110
Miscellaneous Expenses	4,826	500	500	2,320
<b>Third Party Payments:</b>				
Contract Services	1,020	990	990	4,620
Other Local Authorities - Herts Police	85,500	85,500	85,500	85,500
Private Contractors	0	0	0	0
<b>Recharges:</b>				
Support Services	182,807	90,090	90,090	92,310
<b>Capital Charges:</b>	0	0	0	0
<b>Total Expenditure</b>	<b>345,135</b>	<b>200,810</b>	<b>464,580</b>	<b>511,520</b>
<b>Income:</b>				
Other Contributions & Donations	(8,435)	0	(34,000)	0
Government Grants	(14,000)	0	(20,240)	0
Fees & Charges	(90)	0	0	(1,000)
Recharge Income	0	0	0	(197,150)
<b>Total Income</b>	<b>(22,525)</b>	<b>0</b>	<b>(54,240)</b>	<b>(198,150)</b>
<b>Net Cost of Service</b>	<b>322,610</b>	<b>200,810</b>	<b>410,340</b>	<b>313,370</b>

**Service Details:**

**Direct Employee Expenses** - The 2018/19 working budget includes a carry forward of £145,000 to support Stevenage Against Domestic Abuse (SADA) funded from New Homes Bonus Funding. **Expenditure** - includes the production of the Community Safety Plan and a provision of mobile CCTV cameras across the town. There is a contribution to the case management of anti-social behaviour.



**Museums**
**General; Exhibitions; Collections; Education; Shops; Millennium Gallery; Culture & Regeneration**
**CD710; CD731; CD732; CD751 CD752; CD771 - CD774; CD791 - CD795 ; CD810; CD830**
**Service Description:**

Stevenage Museum holds in trust the heritage of the town for the inspiration, learning and enjoyment of all; safeguarding, developing and making its collection accessible for the whole community. To do this the Museum provides permanent displays about the history of Stevenage and a lively temporary exhibition and events programme for people of all ages.

11	Actual 2017/18 £	Original Budget 2018/19 £	Working Budget 2018/19 £	Original Budget 2019/20 £
<b>Expenditure</b>				
<b>Employee Costs:</b>				
Direct Employee Expenses	131,123	96,530	104,900	105,020
Indirect Employee Expenses	5,563	2,150	2,150	1,750
<b>Premises Related:</b>				
Repairs & Maintenance Of Buildings	29,767	9,730	9,730	11,940
Energy Costs	4,515	6,780	6,780	6,370
Rents, Rates & Water Services	48,935	42,020	41,280	41,570
Fixtures & Fittings	1,437	1,510	1,510	1,520
Cleaning & Domestic Supplies	23	70	70	70
Premises Insurance	1,499	220	220	230
<b>Transport Related:</b>				
Fleet Vehicle Recharges	2,352	4,160	4,160	6,410
Hire of Vehicles	151	0	0	0
Travelling Expenses	3,755	3,930	3,930	3,920
<b>Supplies &amp; Services:</b>				
Equipment, Tools & Materials	28,244	14,080	14,540	14,080
Catering	317	380	380	380
Clothing, Uniforms & Laundry	2,278	70	70	70
Printing, Stationery & General	4,738	4,640	4,640	4,940
Communications & Computing	5,462	5,670	5,670	5,470
Expenses & Allowances	28	0	0	0
Grants & Subscriptions	813	920	920	920
Miscellaneous Expenses	12,980	3,830	3,830	3,130
<b>Third Party Payments:</b>				
Contract Services	3,594	2,120	2,120	1,550
Private Contractors	382	1,600	1,600	1,600
Consultancy & Agency Fees	1,290	1,500	1,500	1,500
<b>Recharges:</b>				
Support Services	86,791	75,900	75,900	75,210
<b>Capital Charges:</b>	3,269	6,670	6,670	3,300
<b>Total Expenditure</b>	<b>379,307</b>	<b>284,480</b>	<b>292,570</b>	<b>290,950</b>
<b>Income:</b>				
Other Grants & Contributions	(60,371)	(1,110)	(4,950)	(1,110)
Fees & Charges	(29,703)	(5,570)	(6,030)	(5,570)
Recharge Income	1,395	0	0	0
<b>Total Income</b>	<b>(88,679)</b>	<b>(6,680)</b>	<b>(10,980)</b>	<b>(6,680)</b>
<b>Net Cost of Service</b>	<b>290,628</b>	<b>277,800</b>	<b>281,590</b>	<b>284,270</b>

**Service Details:**

In 2017/18 the total number of visits in person was 18,187 of which 2,269 were school children in groups both at the museum and in school. **Other Grants and Contributions** - In 2017/18 the Museum secured a Heritage Lottery Grant to fund a project for "Talking New Towns".

Community Funding

Community Associations; Community Development;  
Grants General; Leisure;  
Subscriptions; Town Twinning

CK110; CK130; CK150; CK170; CK190; CK210

**Service Description:**

Service comprises a programme of community funding to voluntary and community organisations through the Stevenage Partnership and a service level agreement for the provision of debt and income maximisation advice.

12	Actual 2017/18 £	Original Budget 2018/19 £	Working Budget 2018/19 £	Original Budget 2019/20 £
<b>Expenditure</b>				
<b>Premises Related:</b>				
Repairs & Maintenance Of Buildings	36,925	24,320	24,320	40,130
Rents, Rates & Water Services	111,250	112,110	112,110	76,600
<b>Supplies &amp; Services:</b>				
Grants & Subscriptions	238,220	219,600	224,600	197,830
<b>Recharges:</b>				
Support Services	19,545	18,760	18,760	24,960
<b>Total Expenditure</b>	<b>405,941</b>	<b>374,790</b>	<b>379,790</b>	<b>339,520</b>
<b>Income:</b>	0	0	0	0
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Cost of Service</b>	<b>405,941</b>	<b>374,790</b>	<b>379,790</b>	<b>339,520</b>

**Service Details:**

**Expenditure: Premises Related** - is the cost of rent free accommodation given to voluntary bodies. **Grants & Subscriptions** - includes community funding for voluntary bodies. Grants to voluntary bodies have reduced over the last five years as part of the Council's need to make financial savings.

	<b>Actual 2017/18 £</b>	<b>Original Budget 2018/19 £</b>	<b>Working Budget 2018/19 £</b>	<b>Original Budget 2019/20 £</b>
<b>Summary of Expenditure</b>				
20 Homelessness	370,795	476,100	619,100	746,740
21 Housing Advice	239,499	319,120	305,420	206,010
22 Housing Improvement Grants	2,771,712	375,000	375,000	0
23 Private Houses Rent Allowances	(3,940)	168,730	199,910	283,760
24 Rent Rebates Administration	(150,690)	226,050	34,870	170,710
25 Environmental Health - Health and Safety and Food Safety	628,862	544,980	536,340	583,760
<b>Total Cost of Portfolio</b>	<b>3,856,237</b>	<b>2,109,980</b>	<b>2,070,640</b>	<b>1,990,980</b>

**Homelessness**
**GG110; GG130 - GG139; GV110**
**Service Description:**

The aim of this service is to reduce homelessness and support vulnerable people.

01	Actual 2017/18 £	Original Budget 2018/19 £	Working Budget 2018/19 £	Original Budget 2019/20 £
<b>Expenditure</b>				
<b>Employee Costs:</b>				
Direct Employee Expenses	272,815	136,940	220,240	307,030
Indirect Employee Expenses	944	810	810	1,520
<b>Premises Related:</b>				
Rents, Rates & Water Services	17,627	0	0	0
Premises Insurance	678	1,200	1,200	1,250
<b>Transport Related:</b>				
Travelling Expenses	8,702	3,660	3,660	3,200
<b>Supplies &amp; Services:</b>				
Equipment, Tools & Materials	841	0	0	0
Printing, Stationery & General	66	0	0	0
Communications & Computing	1,977	1,040	1,040	1,080
Grants & Subscriptions	58,341	97,000	95,200	97,000
Miscellaneous Expenses	20,682	1,260	17,760	2,740
Contributions to Provisions	(3,131)	(20,000)	10,000	10,000
<b>Third Party Payments:</b>				
Other Local Authorities - Schools	15,780	0	0	0
Private Contractors	19,988	0	0	0
<b>Recharges:</b>				
Support Services	281,346	284,270	299,270	356,100
<b>Capital Charges:</b>				
	14,196	23,790	23,790	14,290
<b>Total Expenditure</b>	<b>710,851</b>	<b>529,970</b>	<b>672,970</b>	<b>794,210</b>
<b>Income:</b>				
Government Grants	(273,597)	0	0	0
Other Grants & Contributions	0	0	0	0
Customer & Client Receipts	(7,000)	(4,670)	(4,670)	(4,670)
Recharge Income	(59,460)	(49,200)	(49,200)	(42,800)
<b>Total Income</b>	<b>(340,057)</b>	<b>(53,870)</b>	<b>(53,870)</b>	<b>(47,470)</b>
<b>Net Cost of Service</b>	<b>370,795</b>	<b>476,100</b>	<b>619,100</b>	<b>746,740</b>

**Service Details:**

Reducing the use of temporary accommodation. Provision of private sector tenancy deposits and rent guarantees.

**Direct Employee Expenses** - a restructure of General Fund Housing Teams has increased the Homelessness team from 3.2 FTE's to 7.03 FTE's. **Grants & Subscriptions** - Includes a New Homes Bonus bid of £46,490 approved at the March 2017 Executive to help fund the "Next Steps" homelessness initiative in 2017/18.

**Recharge Income** - Reflects the element relating to housing advice provided by the homelessness team and recharged to the

**Housing Advice**
**GE110**
**Service Description:**

Provision of housing advice and mediation services.

02	Actual 2017/18 £	Original Budget 2018/19 £	Working Budget 2018/19 £	Original Budget 2019/20 £
<b>Expenditure</b>				
<b>Employee Costs:</b>				
Direct Employee Expenses	191,053	264,690	264,690	124,260
Indirect Employee Expenses	995	1,420	1,420	500
<b>Transport Related:</b>				
Travelling Expenses	4,104	3,120	3,120	6,640
<b>Supplies &amp; Services:</b>				
Printing, Stationery & General	144	750	750	750
Communications & Computing	2,692	3,120	3,120	2,530
Grants & Subscriptions	642	5,250	21,050	5,250
Miscellaneous Expenses	28,768	47,000	17,500	40,660
<b>Third Party Payments:</b>				
Other Local Authorities	0	0	0	0
Private Contractors	0	0	0	0
<b>Recharges:</b>				
Support Services	85,691	83,050	83,050	84,550
<b>Total Expenditure</b>	<b>314,089</b>	<b>408,400</b>	<b>394,700</b>	<b>265,140</b>
<b>Income:</b>				
Fees & Charges	0	(7,420)	(7,420)	(7,420)
Recharge Income	(74,590)	(81,860)	(81,860)	(51,710)
<b>Total Income</b>	<b>(74,590)</b>	<b>(89,280)</b>	<b>(89,280)</b>	<b>(59,130)</b>
<b>Net Cost of Service</b>	<b>239,499</b>	<b>319,120</b>	<b>305,420</b>	<b>206,010</b>

**Service Details:**

**Direct Employee Expenses** - a restructure of the General Fund Housing teams has reduced the Housing Advice Team from 6.18 FTE's to 3 FTE's. Effective signposting and referral to appropriate support and advice agencies. Referral to direct access hostels. Assistance in making an application to the housing register. **Recharge Income** - Charge made to the Housing Revenue Account (HRA) to provide support and advice to vulnerable Council tenants.

**Housing Improvement Grants**
**GL110**
**Service Description:**

Provision of mandatory disabled facilities which enable people to remain in their own homes, home improvement grants and loans to help vulnerable owner occupiers carry out urgent repairs to their properties. This is now done through the Hertfordshire Home Improvement Agency.

03	<b>Actual</b> 2017/18 £	<b>Original</b> <b>Budget</b> 2018/19 £	<b>Working</b> <b>Budget</b> 2018/19 £	<b>Original</b> <b>Budget</b> 2019/20 £
<b>Expenditure</b>				
<b>Capital Charges:</b>	2,771,712	375,000	375,000	0
<b>Total Expenditure</b>	<b>2,771,712</b>	<b>375,000</b>	<b>375,000</b>	<b>0</b>
<b>Net Cost of Service</b>	<b>2,771,712</b>	<b>375,000</b>	<b>375,000</b>	<b>0</b>

**Service Details:**

Disabled Facilities Grants are partly funded by Capital Grant from central government. The capital charge shown in the accounts represents the notional cost of capital resources spent, which is reversed out of the General Fund in the Resources Appropriation Section. The grant is held on a Balance Sheet code (BG904).

**Private Houses Rent Allowance**
**GD110**
**Service Description:**

Rent allowances are means tested benefits, which help tenants pay their rent when in privately rented accommodation.

<b>04</b>	<b>Actual 2017/18 £</b>	<b>Original Budget 2018/19 £</b>	<b>Working Budget 2018/19 £</b>	<b>Original Budget 2019/20 £</b>
<b>Expenditure</b>				
<b>Transfer Payments:</b>				
Rent Allowances	14,074,298	12,792,140	13,854,400	13,720,560
<b>Recharges:</b>				
Support Services	209,712	233,850	233,850	317,700
<b>Total Expenditure</b>	<b>14,284,010</b>	<b>13,025,990</b>	<b>14,088,250</b>	<b>14,038,260</b>
<b>Income:</b>				
Government Grants	(13,591,184)	(12,170,720)	(13,316,990)	(13,183,150)
Customer & Client Receipts	(696,766)	(686,540)	(571,350)	(571,350)
<b>Total Income</b>	<b>(14,287,950)</b>	<b>(12,857,260)</b>	<b>(13,888,340)</b>	<b>(13,754,500)</b>
<b>Net Cost of Service</b>	<b>(3,940)</b>	<b>168,730</b>	<b>199,910</b>	<b>283,760</b>

**Service Details:**

Payments are made periodically to either the tenant or the landlord by cheque or electronic bank transfer (BACS). Approximately 2,289 people were receiving rent allowance in March 2017 and caseload in March 2018 was 2,191 (a reduction of 98). The Council claims subsidy payments from the Department of Works and Pension (DWP) to fund the cost of benefits granted.

**Rent Rebates Administration**
**GC110**
**Service Description:**

Rent rebates are means tested benefits for tenants in Council properties.

<b>05</b>	<b>Actual 2017/18 £</b>	<b>Original Budget 2018/19 £</b>	<b>Working Budget 2018/19 £</b>	<b>Original Budget 2019/20 £</b>
<b>Expenditure</b>				
<b>Supplies &amp; Services:</b>				
Contributions to Provisions	(4,695)	244,200	114,200	114,200
<b>Third Party Payments:</b>				
Consultancy & Agency Fees	0	0	0	0
<b>Transfer Payments:</b>				
Rent Allowances	18,966,535	16,977,180	18,408,820	18,159,680
<b>Recharges:</b>				
Support Services	413,403	466,700	466,700	602,540
<b>Total Expenditure</b>	<b>19,375,243</b>	<b>17,688,080</b>	<b>18,989,720</b>	<b>18,876,420</b>
<b>Income:</b>				
Government Grants	(18,839,988)	(16,706,510)	(18,255,920)	(18,076,950)
Customer & Client Receipts	(685,945)	(755,520)	(698,930)	(628,760)
<b>Total Income</b>	<b>(19,525,933)</b>	<b>(17,462,030)</b>	<b>(18,954,850)</b>	<b>(18,705,710)</b>
<b>Net Cost of Service</b>	<b>(150,690)</b>	<b>226,050</b>	<b>34,870</b>	<b>170,710</b>

**Service Details:**

As at March 2018, there were on average 4,097 people receiving help with their Council rent compared to 4,266 at March 2017, a decrease of 169. The rebate is credited directly to the tenant's rent account and not paid to the tenant. **Government Grants** - Included within Government Grants is the Administration Grant element, which pays for the administration of housing benefits. The other element of grant relates to the Council's is re-imbursment for expenditure paid out in benefits from the Department of Works and Pension (DWP). **Fees & Charges** - relate to the recovery of overpayments.



**Environmental Health**
**Food Safety; Food Hygiene Rating System; Health & Safety;  
Misc. Health Services**
**ES570; ES580; ES650; ES670; ES690**
**Service Description:**

This Service deals with food safety and health & safety enforcement in businesses in Stevenage. It also covers housing standards and public health in the private sector.

<b>06</b>	<b>Actual</b>	<b>Original</b>	<b>Working</b>	<b>Original</b>
	<b>2017/18</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
	<b>£</b>	<b>2018/19</b>	<b>2018/19</b>	<b>2019/20</b>
		<b>£</b>	<b>£</b>	<b>£</b>
<b>Expenditure</b>				
<b>Supplies &amp; Services:</b>				
Equipment, Tools & Materials	12,369	7,160	7,160	7,160
Clothing, Uniforms & Laundry	89	420	420	420
Miscellaneous Expenses	0	330	330	330
<b>Third Party Payments:</b>				
Consultancy & Agency Fees	4,300	5,280	5,280	5,280
<b>Recharges:</b>				
Support Services	636,238	548,630	548,630	587,620
<b>Total Expenditure</b>	<b>652,996</b>	<b>561,820</b>	<b>561,820</b>	<b>600,810</b>
<b>Income:</b>				
Fees & Charges	(22,981)	(16,840)	(25,480)	(17,050)
Government Grants	0	0	0	0
Other Grants & Contributions	(1,154)	0	0	0
<b>Total Income</b>	<b>(24,135)</b>	<b>(16,840)</b>	<b>(25,480)</b>	<b>(17,050)</b>
<b>Net Cost of Service</b>	<b>628,862</b>	<b>544,980</b>	<b>536,340</b>	<b>583,760</b>

**Service Details:**

Responsible for enforcing food safety law in over 650 businesses in the town through a combination of inspection and education. Also responsible for enforcing health and safety legislation for approximately 1,000 commercial premises. Enforce legislation relating to housing standards and public health. Staffing and overhead costs are shown within the Environment Portfolio and recharged to Environmental Health (Support Services).

	Actual 2017/18 £	Original Budget 2018/19 £	Working Budget 2018/19 £	Original Budget 2019/20 £
<b>Summary of Expenditure</b>				
27 Abandoned Vehicles	38,902	35,540	35,300	15,100
28 Allotments	3,725	49,480	49,480	33,090
29 Cemeteries	176,755	165,310	165,310	181,880
30 Parks, Playing Fields & Open Spaces	2,623,267	2,707,800	2,645,440	2,712,040
31 Drainage	55,727	57,650	54,650	14,510
32 Environmental Maintenance	2,348,713	2,237,810	2,195,550	1,716,260
33 Local Highway Services	234,746	279,890	266,950	301,830
34 Christmas Illuminations	32,605	29,760	33,380	32,260
35 Recycled Waste	749,844	780,270	918,480	838,970
36 Refuse Services	712,794	508,350	637,530	823,690
37 Animal Control & Environmental Health Management	281,053	223,850	265,370	198,330
38 Green Travel Plan	27,520	8,080	26,820	11,130
39 Parking Facilities - Off Street	(1,695,949)	(1,834,790)	(1,786,150)	(2,151,050)
40 On Street Parking Enforcement	(34,007)	(940)	(21,350)	(50,270)
41 CCTV	217,506	211,060	211,060	228,120
42 Planning Policy	837,076	598,720	778,410	788,080
43 Regeneration	886,734	1,032,260	1,423,720	1,194,350
44 Development Control	50,819	44,690	(31,630)	11,180
45 Building Control	7,840	(14,940)	(14,940)	(33,760)
46 Engineers	0	(20,260)	23,150	(1,080)
47 Property & Design	0	47,030	47,030	(880)
48 Garages and Markets	0	(340)	(15,030)	0
49 Environmental Health	0	23,490	(107,460)	(24,330)
50 DSO Admin & Management	(0)	16,400	59,600	(2,930)
<b>Total Cost of Portfolio</b>	<b>7,555,669</b>	<b>7,186,170</b>	<b>7,860,670</b>	<b>6,836,520</b>

**Abandoned Vehicles**
**EP110**
**Service Description:**

The service incurs costs and receives income associated with the removal and disposal of abandoned vehicles.

01	Actual 2017/18 £	Original Budget 2018/19 £	Working Budget 2018/19 £	Original Budget 2019/20 £
<b>Expenditure</b>				
<b>Transport Related:</b>				
Fleet Vehicle Recharges	3,222	3,610	3,370	8,210
<b>Third Party Payments:</b>				
Private Contractors	84	2,000	2,000	2,000
<b>Recharges:</b>				
Contract Services Recharge	31,076	26,600	26,600	1,080
Support Services	4,521	4,330	4,330	4,810
<b>Total Expenditure</b>	<b>38,902</b>	<b>36,540</b>	<b>36,300</b>	<b>16,100</b>
<b>Income:</b>				
Other Grants & Contributions	0	0	0	0
Fees & Charges	0	(1,000)	(1,000)	(1,000)
<b>Total Income</b>	<b>0</b>	<b>(1,000)</b>	<b>(1,000)</b>	<b>(1,000)</b>
<b>Net Cost of Service</b>	<b>38,902</b>	<b>35,540</b>	<b>35,300</b>	<b>15,100</b>

**Service Details:**

Disposal of vehicles is carried out via a County-wide contract as part of the Hertfordshire Waste Partnership. In 2016/17, 76 vehicles were removed and from April 2017 to January 2018 the service removed 34 vehicles.

**Allotments**
**EC270**
**Service Description:**

Expenditure associated with the management and maintenance of the Council's allotment sites are included within this cost centre along with income from plot rental.

02	<b>Actual</b> 2017/18 £	<b>Original</b> Budget 2018/19 £	<b>Working</b> Budget 2018/19 £	<b>Original</b> Budget 2019/20 £
<b>Expenditure</b>				
<b>Premises Related:</b>				
Repairs & Maintenance Of Buildings	1,300	1,100	1,100	1,100
Grounds Maintenance	3,453	1,980	1,980	1,980
Rents, Rates & Water Services	6,952	4,050	4,050	3,950
<b>Supplies &amp; Services:</b>				
Printing, Stationery & General	119	0	0	0
<b>Third Party Payments:</b>				
Contract Services	8,584	9,210	9,210	18,350
Private Contractors	4,880	3,000	3,000	3,000
<b>Recharges:</b>				
Support Services	2,955	2,800	2,800	450
Contract Services Recharge	32,146	28,000	28,000	25,000
<b>Capital Charges:</b>	(22,813)	26,950	26,950	7,550
<b>Total Expenditure</b>	<b>37,576</b>	<b>77,090</b>	<b>77,090</b>	<b>61,380</b>
<b>Income:</b>				
Other Grants & Contributions	0	0	0	0
Rental Income	(33,851)	(27,610)	(27,610)	(28,290)
<b>Total Income</b>	<b>(33,851)</b>	<b>(27,610)</b>	<b>(27,610)</b>	<b>(28,290)</b>
<b>Net Cost of Service</b>	<b>3,725</b>	<b>49,480</b>	<b>49,480</b>	<b>33,090</b>

**Service Details:**

There are currently 16 allotment sites throughout Stevenage. There are 1,000 plots, of various sizes, for residents of Stevenage to rent. In 2019/20 the annual cost of an allotment is £8.68 per rod (£0.35p per meter squared). A small plot (2.5rods/62. metres squared) costs £21.70 while the largest plots (10 rods/250 metres squared) costs £86.80. Currently 166 people are on the waiting list as at January 2019.

**Cemeteries**
**Almonds Lane Cemetery; Weston Road Cemetery**
**EC300; EC310**
**Service Description:**

This service is associated with the management and maintenance of the Council's two cemeteries (Almond Lane and Weston Road), including record keeping, funeral attendance and burials.

03	Actual 2017/18 £	Original Budget 2018/19 £	Working Budget 2018/19 £	Original Budget 2019/20 £
<b>Expenditure</b>				
<b>Premises Related:</b>				
Repairs & Maintenance Of Buildings	32,276	16,110	16,110	22,000
Energy Costs	3,844	4,560	4,560	3,890
Rents, Rates & Water Services	6,025	6,140	6,140	6,720
Fixtures & Fittings	941	1,270	1,270	1,270
Premises Insurance	216	380	380	400
<b>Transport Related:</b>				
Fleet Vehicle Recharges	0	0	0	0
<b>Supplies &amp; Services:</b>				
Equipment, Tools & Materials	28,096	4,960	4,960	4,960
Communications & Computing	1,372	1,320	1,320	1,400
Miscellaneous Expenses	0	0	0	0
<b>Third Party Payments:</b>				
Contract Services	186,092	205,330	205,330	230,690
Private Contractors	1,200	7,060	7,060	7,060
<b>Recharges:</b>				
Support Services	27,506	27,720	27,720	29,100
Contract Services Recharge	53,668	45,940	45,940	55,120
<b>Capital Charges:</b>	8,376	21,520	21,520	19,270
<b>Total Expenditure</b>	<b>349,612</b>	<b>342,310</b>	<b>342,310</b>	<b>381,880</b>
<b>Income:</b>				
Customer & Client Receipts	(172,857)	(177,000)	(177,000)	(200,000)
<b>Total Income</b>	<b>(172,857)</b>	<b>(177,000)</b>	<b>(177,000)</b>	<b>(200,000)</b>
<b>Net Cost of Service</b>	<b>176,755</b>	<b>165,310</b>	<b>165,310</b>	<b>181,880</b>

**Service Details:**

**Contract Services** - These costs include grounds maintenance, provided by the Council's own Street Scene maintenance service. **Private Contractors** - These costs include maintenance of closed churchyards where a grant is paid to the Church who procure the services themselves. **Support Services** - the basis of allocating these costs has been reviewed, updated and reflected in the 2019/20 Original Budget.

**Parks, Playing Fields & Open Spaces**
**Pavilions; Parks & Open Spaces; Verge & Landscape Maintenance; Play Spaces; Woodlands**
**EC001 - EC010 ; EC110; EC130; EC150; EC170; EC190; EC230; EC250**
**Service Description:**

Management and maintenance of the Council's green landscape areas, play areas, woodlands, roadside verges, street trees, parks, sports pitches, hedges, shrub beds, floral displays and pavilions are covered by these codes. Highway verges, shrubs, hedges and trees are maintained on behalf of Hertfordshire County Council (HCC).

<b>04</b>	<b>Actual 2017/18 £</b>	<b>Original Budget 2018/19 £</b>	<b>Working Budget 2018/19 £</b>	<b>Original Budget 2019/20 £</b>
<b>Expenditure</b>				
<b>Employee Costs:</b>				
Direct Employee Expenses	0	0	0	23,500
<b>Premises Related:</b>				
Repairs & Maintenance Of Buildings	130,144	97,580	99,710	115,640
Grounds Maintenance	3,981	4,570	2,440	4,570
Energy Costs	1,421	2,120	2,120	2,640
Rents, Rates & Water Services	16,211	7,770	7,770	8,010
Premises Insurance	7,232	12,750	12,750	13,310
<b>Transport Related:</b>				
Fleet Vehicle Recharges	2,348	2,130	1,960	0
<b>Supplies &amp; Services:</b>				
Equipment, Tools & Materials	24,582	32,610	32,610	32,610
Printing, Stationery & General	3,858	3,260	3,260	3,940
Communications & Computing	219	210	210	220
Miscellaneous Expenses	6,053	28,110	28,110	52,290
<b>Third Party Payments:</b>				
Contract Services	1,976,736	2,128,200	2,063,810	2,149,680
Private Contractors	125,460	111,190	111,190	106,190
<b>Recharges:</b>				
Support Services	46,351	44,410	44,410	53,220
Contract Services Recharge	260,510	209,750	209,750	231,300
<b>Capital Charges:</b>				
	671,660	620,930	620,930	509,710
<b>Total Expenditure</b>	<b>3,276,766</b>	<b>3,305,590</b>	<b>3,241,030</b>	<b>3,306,830</b>
<b>Income:</b>				
Government Grants	(14,633)	0	0	0
Other Grants & Contributions	(612,660)	(586,290)	(587,090)	(586,290)
Fees & Charges	(26,206)	(11,500)	(8,500)	(8,500)
<b>Total Income</b>	<b>(653,499)</b>	<b>(597,790)</b>	<b>(595,590)</b>	<b>(594,790)</b>
<b>Net Cost of Service</b>	<b>2,623,267</b>	<b>2,707,800</b>	<b>2,645,440</b>	<b>2,712,040</b>

**Service Details:**

**Repairs & Maintenance of Buildings** - in 2019/20 the budget was increased to pay for equipment inspections and maintaining their standard. **Contract Services** - costs include grounds maintenance, provided by Stevenage Direct Services (SDS).

**Miscellaneous Expenses** - £52,290 Original Budget for 2019/20 is an in year provision for tree root insurance costs. **Support Services** - the basis of allocating these costs has been reviewed, updated and reflected in the 2019/20 Original Budget. **Grants and contributions income** - is from Hertfordshire County Council as SBC maintain verges on behalf of the County Council via an agency agreement. Funding also includes income received from commuted sums.

Drainage

SBC Drainage; Land Drainage

ER110; ER130

**Service Description:**

Maintenance of SBC owned communal sewers. Works to alleviate flooding caused by surface water and flooding from run-off from SBC land, clearing of SBC drainage ditches.

05	Actual 2017/18 £	Original Budget 2018/19 £	Working Budget 2018/19 £	Original Budget 2019/20 £
<b>Expenditure</b>				
<b>Third Party Payments:</b>				
Contract Services	25,534	24,290	24,290	0
Private Contractors	1,829	8,000	5,000	2,000
<b>Recharges:</b>				
Support Services	25,214	22,200	22,200	9,350
<b>Capital Charges:</b>				
Depreciation	3,150	3,160	3,160	3,160
<b>Total Expenditure</b>	<b>55,727</b>	<b>57,650</b>	<b>54,650</b>	<b>14,510</b>
<b>Income:</b>				
Other Grants & Contributions	0	0	0	0
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Cost of Service</b>	<b>55,727</b>	<b>57,650</b>	<b>54,650</b>	<b>14,510</b>

**Service Details:**

Communal drains usually fall between privately owned drains (which are maintained by residents) and the main sewer adopted by Thames Water.

**Environmental Maintenance**
**Environmental Maintenance; Town Centre General;  
Neighbourhood Centres; Conveniences**
**ED110; ED130; ED150; ED170**
**Service Description:**

These budgets cover the expenditure and income associated with street sweeping and cleansing, public conveniences and graffiti removal services, including the maintenance of town centre paving, roads, street lighting, pond, signage and street furniture. As well as environmental enforcement and environmental campaigns such as supporting environmental action days and eco-schools, they also include inspection and data capture costs for a number of national indicators.

06	Actual 2017/18 £	Original Budget 2018/19 £	Working Budget 2018/19 £	Original Budget 2019/20 £
<b>Expenditure</b>				
<b>Premises Related:</b>				
Repairs & Maintenance Of Buildings	21,259	14,540	14,540	19,630
Energy Costs	12,351	15,320	15,320	14,290
Rents, Rates & Water Services	13,995	14,710	14,710	14,490
Premises Insurance	1,611	2,680	2,680	5,000
<b>Transport Related:</b>				
Fleet Vehicle Recharges	1,694	2,100	1,800	11,830
<b>Supplies &amp; Services:</b>				
Equipment, Tools & Materials	555	2,000	2,000	2,000
Printing, Stationery & General	114	0	0	0
Communications & Computing	384	380	380	390
Miscellaneous Expenses	132	0	0	0
<b>Third Party Payments:</b>				
Contract Services	1,419,721	1,422,710	1,391,750	1,236,610
Private Contractors	78,396	77,560	89,560	101,920
Consultancy & Agency Fees	4,495	4,500	4,500	4,500
<b>Recharges:</b>				
Support Services	156,907	143,180	143,180	144,950
Contract Services Recharge	156,670	125,080	125,080	36,570
<b>Capital Charges:</b>	524,500	415,300	415,300	126,330
<b>Total Expenditure</b>	<b>2,392,784</b>	<b>2,240,060</b>	<b>2,220,800</b>	<b>1,718,510</b>
<b>Income:</b>				
Fees & Charges	(39,110)	(2,250)	(10,250)	(2,250)
Other Grants & Contributions	(4,961)	-	(15,000)	0
<b>Total Income</b>	<b>(44,071)</b>	<b>(2,250)</b>	<b>(25,250)</b>	<b>(2,250)</b>
<b>Net Cost of Service</b>	<b>2,348,713</b>	<b>2,237,810</b>	<b>2,195,550</b>	<b>1,716,260</b>

**Service Details:**

**Contract Services** - These costs include grounds maintenance, provided by the Council's Stevenage Direct Services (SDS).

**Support Services** - the basis of allocating these costs has been reviewed, updated and reflected in the 2019/20 Original Budget.



**Local Highway Services**
**Local Highways; Carriage Crossings**
**EB110; EB150**
**Service Description:**

The maintenance of General Fund areas including public highway footpaths not adopted by the Highway Authority and hard standing areas owned by SBC. These included maintenance of street furniture on the adopted highway, traffic management for events, maintenance of street lighting owned by SBC and renewal of road markings Local Community Budget funded works and income for street naming and numbering are accounted for here.

07	Actual 2017/18 £	Original Budget 2018/19 £	Working Budget 2018/19 £	Original Budget 2019/20 £
<b>Expenditure</b>				
<b>Premises Related:</b>				
Energy Costs	3,952	5,960	5,960	860
Grounds Maintenance	11,997	11,000	11,000	11,000
<b>Transport Related:</b>				
Fleet Vehicle Recharges	5,207	30,460	8,090	38,220
<b>Third Party Payments:</b>				
Contract Services	15,235	14,490	14,490	6,900
Private Contractors	68,693	48,500	57,930	48,500
<b>Recharges:</b>				
Support Services	143,812	126,700	126,700	120,040
<b>Capital Charges:</b>				
Depreciation	54,853	51,780	51,780	85,310
<b>Total Expenditure</b>	<b>303,749</b>	<b>288,890</b>	<b>275,950</b>	<b>310,830</b>
<b>Income:</b>				
Other Contributions & Donations	(43,048)	0	0	0
Customer & Client Receipts	(25,955)	(9,000)	(9,000)	(9,000)
<b>Total Income</b>	<b>(69,003)</b>	<b>(9,000)</b>	<b>(9,000)</b>	<b>(9,000)</b>
<b>Net Cost of Service</b>	<b>234,746</b>	<b>279,890</b>	<b>266,950</b>	<b>301,830</b>

**Service Details:**

**Private Contractors** - Maintenance and repair works including street name plates, surfacing, street lighting and traffic management. **Support Services** - the basis of allocating these costs has been reviewed, updated and reflected in the 2018/19 Original Budget. **Other Contributions & Donations** - Income is received for the street naming and numbering service.

**Christmas Illuminations**
**EF110**
**Service Description:**

To provide Christmas lights and decorations in the Town Centre and Old Town High Street.

<b>08</b>	<b>Actual 2017/18 £</b>	<b>Original Budget 2018/19 £</b>	<b>Working Budget 2018/19 £</b>	<b>Original Budget 2019/20 £</b>
<b>Expenditure</b>				
<b>Premises Related:</b>				
Energy Costs	135	540	540	440
Rents, Rates & Water Services	2,437	3,630	3,630	0
<b>Supplies &amp; Services:</b>				
Equipment, Tools & Materials	5,560	2,630	6,000	6,000
<b>Third Party Payments:</b>				
Private Contractors	16,254	16,000	16,250	16,250
<b>Recharges:</b>				
Support Services	6,636	5,840	5,840	5,280
<b>Capital Charges:</b>				
Depreciation	1,583	1,120	1,120	4,290
<b>Total Expenditure</b>	<b>32,605</b>	<b>29,760</b>	<b>33,380</b>	<b>32,260</b>
<b>Income:</b>	0	0	0	0
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Cost of Service</b>	<b>32,605</b>	<b>29,760</b>	<b>33,380</b>	<b>32,260</b>
<b>Service Details:</b>				

**Recycled Waste**
**EN110**
**Service Description:**

The service is associated with the costs of collecting recyclable materials: glass, cans (aluminium and steel), textiles, mixed plastic, paper and cardboard, and green waste (including food waste). Income is achieved from selling and receiving recycling credits for these materials. Promotion of recycling and developing new streams of recycling.

<b>09</b>	<b>Actual</b>	<b>Original</b>	<b>Working</b>	<b>Original</b>
	<b>2017/18</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
	<b>£</b>	<b>2018/19</b>	<b>2018/19</b>	<b>2019/20</b>
		<b>£</b>	<b>£</b>	<b>£</b>
<b>Expenditure</b>				
<b>Transport Related:</b>				
Travelling Expenses	160	0	0	0
<b>Supplies &amp; Services:</b>				
Equipment, Tools & Materials	54,267	53,900	53,900	53,900
Printing, Stationery & General	1,964	1,660	1,660	2,010
Grants & Subscriptions	13,279	10,000	13,480	13,480
Miscellaneous Expenses	25,414	19,000	19,000	19,000
<b>Third Party Payments:</b>				
Contract Services	1,156,379	1,244,770	1,275,420	1,146,230
<b>Recharges:</b>				
Contract Services Recharge	62,664	48,780	48,780	70,240
Support Services	12,842	12,660	12,660	13,370
<b>Capital Charges:</b>				
Depreciation	51,923	36,490	36,490	48,730
<b>Total Expenditure</b>	<b>1,378,891</b>	<b>1,427,260</b>	<b>1,461,390</b>	<b>1,366,960</b>
<b>Income:</b>				
Other Grants & Contributions	(1,020)	0	(1,020)	0
Fees & Charges	(628,027)	(646,990)	(541,890)	(527,990)
<b>Total Income</b>	<b>(629,047)</b>	<b>(646,990)</b>	<b>(542,910)</b>	<b>(527,990)</b>
<b>Net Cost of Service</b>	<b>749,844</b>	<b>780,270</b>	<b>918,480</b>	<b>838,970</b>

**Service Details:**

**Miscellaneous Expenses** - The Original Budget 2019/20 includes a budget for the cost of collecting recycled textile material.  
**Contract Services** - These costs include refuse service costs for kerb-side collection, provided by Stevenage Direct Services (SDS).

**Refuse Services**
**EL110**
**Service Description:**

This cost code includes the income and expenditure associated with the collection of domestic and trade refuse and refuse which is sent from the transfer station operations for disposal via Energy for Waste (75%) or landfill (25%). Stevenage Direct Services is the main service provider and these costs are included under contract services.

10	Actual 2017/18 £	Original Budget 2018/19 £	Working Budget 2018/19 £	Original Budget 2019/20 £
<b>Expenditure</b>				
<b>Supplies &amp; Services:</b>				
Printing, Stationery & General	1,949	1,660	1,660	2,010
Miscellaneous Expenses	5,792	5,650	5,650	5,650
Grants & Subscriptions	1,100	1,100	1,100	1,100
<b>Third Party Payments:</b>				
Contract Services	1,040,948	862,080	937,370	1,043,770
<b>Recharges:</b>				
Support Services	3,681	3,560	3,560	3,810
Contract Services Recharge	30,286	21,070	21,070	47,220
<b>Total Expenditure</b>	<b>1,083,756</b>	<b>895,120</b>	<b>970,410</b>	<b>1,103,560</b>
<b>Income:</b>				
Other Contributions & Donations	(370,962)	(386,770)	(332,880)	(279,870)
Fees & Charges	0	0	0	0
<b>Total Income</b>	<b>(370,962)</b>	<b>(386,770)</b>	<b>(332,880)</b>	<b>(279,870)</b>
<b>Net Cost of Service</b>	<b>712,794</b>	<b>508,350</b>	<b>637,530</b>	<b>823,690</b>

**Service Details:**

**Contract Service** - The service is delivered internally by Stevenage Direct Services (SDS). **Support Services** - the basis of allocating these costs has been reviewed, updated and reflected in the 2019/20 Original Budget. **Other Contributions & Donations** - This relates to income received as part of the Hertfordshire Waste Partnership which rewards authorities for the reduction in residual waste sent to landfill.

**Animal Control & Environmental Health Management**
**ES150; ES210**
**Service Description:**

Environmental Management covers local air quality, and animal control covers animal welfare and pest control activities. These areas form part of the service area for Environmental Health (the others being within the Housing portfolio).

11	Actual 2017/18 £	Original Budget 2018/19 £	Working Budget 2018/19 £	Original Budget 2019/20 £
<b>Expenditure</b>				
<b>Premises Related:</b>				
Apportionment Of Operational Buildings	5,980	6,300	6,300	5,760
<b>Supplies &amp; Services:</b>				
Equipment, Tools & Materials	1,293	2,240	2,240	1,240
<b>Third Party Payments:</b>				
Private Contractors	54,080	23,050	64,570	65,090
Consultancy & Agency Fees	2,932	4,250	4,250	4,250
<b>Recharges:</b>				
Support Services	288,674	265,650	265,650	147,040
<b>Capital Charges:</b>				
	22,711	22,860	22,860	42,170
<b>Total Expenditure</b>	<b>375,670</b>	<b>324,350</b>	<b>365,870</b>	<b>265,550</b>
<b>Income:</b>				
Government Grants	(4,500)	0	0	0
Customer & Client Receipts	(2,661)	(3,200)	(3,200)	(3,200)
Recharge Income	(87,456)	(97,300)	(97,300)	(64,020)
<b>Total Income</b>	<b>(94,617)</b>	<b>(100,500)</b>	<b>(100,500)</b>	<b>(67,220)</b>
<b>Net Cost of Service</b>	<b>281,053</b>	<b>223,850</b>	<b>265,370</b>	<b>198,330</b>

**Service Details:**

Maintenance of approximately 30 air quality sites across the Town for the monitoring of Nitrogen Dioxide (an indicator of traffic pollution). The unit also deals with contaminated land, and other pollution issues to protect the environment and minimise the risk to health. The service carries out pest control treatments delivered by an external contractor, on request at people's homes and council properties. The service is also responsible for stray dogs which is also delivered by an external contractor for all aspects of animal welfare.

**Public Transport & Green Travel Plan**
**EK110; EK210**
**Service Description:**

To implement the action plan of the SBC Green Travel Plan to encourage sustainable commuting and business travel.

12	<b>Actual</b> 2017/18 £	<b>Original</b> <b>Budget</b> 2018/19 £	<b>Working</b> <b>Budget</b> 2018/19 £	<b>Original</b> <b>Budget</b> 2019/20 £
<b>Expenditure</b>				
<b>Premises Related:</b>				
Energy Costs	1,279	-	0	1,200
<b>Supplies &amp; Services:</b>				
Grants & Subscriptions	10,000	0	0	0
<b>Third Party Payments:</b>				
Private Contractors	18,258	2,500	21,240	2,500
<b>Recharges:</b>				
Support Services	6,326	5,580	5,580	4,480
<b>Capital Charges:</b>	2,558	-	0	2,950
<b>Total Expenditure</b>	<b>38,421</b>	<b>8,080</b>	<b>26,820</b>	<b>11,130</b>
<b>Income:</b>				
Other Grants & Contributions	(10,901)	0	0	0
<b>Total Income</b>	<b>(10,901)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Cost of Service</b>	<b>27,520</b>	<b>8,080</b>	<b>26,820</b>	<b>11,130</b>

**Service Details:**

**Private Contractors:** Includes the E-Car Club contract, Smart Go Stevenage and Intalink memberships and costs associated with the bicycle pool and promotion.

**Parking Facilities - Off Street**
**Town Centre Car Park;  
Parking Facilities - Old Town; Lorry Parking**
**EH110; EH150; EH170**
**Service Description:**

To provide Off Street parking throughout Stevenage Town Centre (12 car parks with a total of 2,921 controlled car parking spaces) and Stevenage Old Town (4 car parks with a total of 407 controlled car parking spaces). To control their use through utilising automated payment and the barrier system. All car parks are open for 24 hours.

13	Actual 2017/18 £	Original Budget 2018/19 £	Working Budget 2018/19 £	Original Budget 2019/20 £
<b>Expenditure</b>				
<b>Employee Costs:</b>				
Direct Employee Expenses	245,551	217,910	238,160	239,130
Indirect Employee Expenses	1,220	1,420	1,420	1,020
<b>Premises Related:</b>				
Repairs & Maintenance Of Buildings	132,823	121,700	121,700	115,710
Energy Costs	65,611	84,180	84,180	103,040
Rents, Rates & Water Services	671,316	658,320	769,740	791,530
Premises Insurance	12,853	20,750	20,750	20,760
<b>Transport Related:</b>				
Travelling Expenses	8,068	7,030	7,030	8,200
<b>Supplies &amp; Services:</b>				
Printing, Stationery & General	15	0	0	0
Equipment, Tools & Materials	67,289	42,420	53,420	53,420
Clothing, Uniforms & Laundry	433	1,250	1,250	1,250
Communications & Computing	34,352	32,230	32,230	33,420
Miscellaneous Expenses	1,855	2,210	2,210	1,830
Bank Charges	57,819	50,000	50,000	50,000
<b>Third Party Payments:</b>				
Contract Services	88,194	73,140	73,140	205,050
Private Contractors	16,227	37,650	37,650	37,650
Consultancy & Agency Fees	60,058	69,710	69,710	72,190
<b>Recharges:</b>				
Support Services	172,318	201,970	201,970	191,700
<b>Capital Charges:</b>				
Depreciation	692,247	607,400	607,400	246,420
<b>Total Expenditure</b>	<b>2,328,248</b>	<b>2,229,290</b>	<b>2,371,960</b>	<b>2,172,320</b>
<b>Income:</b>				
Fees & Charges - Off Street Pay & Display	(3,661,800)	(3,742,070)	(3,836,100)	(3,936,370)
Recharge Income - SBC	(268,672)	(237,570)	(237,570)	(295,000)
Recharge Income - HRA	(93,725)	(84,440)	(84,440)	(92,000)
<b>Total Income</b>	<b>(4,024,197)</b>	<b>(4,064,080)</b>	<b>(4,158,110)</b>	<b>(4,323,370)</b>
<b>Net Cost of Service</b>	<b>(1,695,949)</b>	<b>(1,834,790)</b>	<b>(1,786,150)</b>	<b>(2,151,050)</b>

**Service Details:**

**Direct Employee Expenses & Environmental Services** - 6.01 FTE's staff in total. Surplus income from the off-street parking service (car parks) is used to support costs associated with the operation and maintenance of parking services and infrastructure both on and off street, in addition the Council has capital projects identified in the capital strategy to maintain these assets (see the Parking Account on page 42).

**On Street Parking Enforcement**
**On Street Town Centre Car Parking Facilities - Old Town; Lorry Parking; Residential Parking**
**EH140 & EH190**
**Service Description:**

Management and enforcement of On Street parking restrictions throughout Stevenage. Upholding yellow lines to prevent hazardous and obstructive parking, and prohibitions of verge and footway parking. Management of 498 permitted bays. This includes; 135 limited waiting bays with no charge to support businesses around the High Street, 79 pay and display bays to help visitors to the New Town Centre. And across the Borough; 77 pay and display bays, 61 disabled parking bays, 58 loading bays, four taxi ranks and 1 motorcycle bay. The service also undertakes On-Street enforcement using powers under the Road Traffic Act 1991 and Traffic Management Act 2004. The Council has a partnership arrangement with East Herts District Council, and Welwyn Hatfield District Council for the procurement of On-Street parking enforcement.

14	Actual 2017/18 £	Original Budget 2018/19 £	Working Budget 2018/19 £	Original Budget 2019/20 £
<b>Expenditure</b>				
<b>Supplies &amp; Services:</b>				
Printing, Stationery & General	590	0	0	0
Equipment, Tools & Materials	6,438	4,000	4,000	4,000
Communications & Computing	1,445	0	0	0
<b>Third Party Payments:</b>				
Private Contractors	452,697	476,730	476,730	476,730
<b>Recharges:</b>				
Support Services	133,723	121,070	121,070	158,060
<b>Capital Charges:</b>				
Depreciation	66,438	94,750	94,750	66,440
<b>Total Expenditure</b>	<b>661,331</b>	<b>696,550</b>	<b>696,550</b>	<b>705,230</b>
<b>Income:</b>				
Other Grants & Contributions	(27,374)	(7,600)	(10,000)	(12,600)
Fees & Charges - On Street Pay & Display	(353,232)	(374,990)	(393,000)	(428,000)
Fees & Charges - Penalty Charge Notices (PCNs)	(314,731)	(314,900)	(314,900)	(314,900)
<b>Total Income</b>	<b>(695,337)</b>	<b>(697,490)</b>	<b>(717,900)</b>	<b>(755,500)</b>
<b>Net Cost of Service</b>	<b>(34,007)</b>	<b>(940)</b>	<b>(21,350)</b>	<b>(50,270)</b>

**Service Details:**

**Private Contractors** - Contract costs relate to de-criminalised parking enforcement. **Fees & Charges** - This is split to show; charges for on street pay and display, and charges for penalty charge notices issued.

**Parking Account Surplus  
Attributable to Services**
**Off Street and On Street Parking Surplus Account**
**EH110; EH150; EH170; EH140 & EH190**

	Actual 2017/18 £	Original Budget 2018/19 £	Working Budget 2018/19 £	Original Budget 2019/20 £
<b>Surplus (excludes notional capital charges &amp; internal income but includes Actual capital costs via MRP)</b>				
Parking Off Street	(2,025,799)	(2,120,180)	(2,071,540)	(2,010,470)
Parking On Street	(100,445)	(95,690)	(116,100)	(116,710)
Add Actual capital (MRP costs)	23,140	23,140	23,140	23,140
<b>Total Surplus</b>	<b>(2,103,104)</b>	<b>(2,192,730)</b>	<b>(2,164,500)</b>	<b>(2,104,040)</b>
<b>Expenditure (excludes notional capital charges but includes actual capital costs via MRP)</b>				
Community Transport	153,650	158,010	159,860	178,300
Public Transport	13,683	14,890	32,890	8,080
Abandoned Vehicles	38,902	34,420	34,750	35,540
Highways Services	190,490	187,020	191,240	228,110
Environmental Maintenance	1,262,545	1,186,610	1,217,510	1,231,110
Town Centre	357,416	325,360	295,600	376,010
Drainage	38,376	37,760	37,760	40,490
Add Actual capital (MRP costs)	15,650	15,650	15,650	15,650
Use of Capital Reserve	288,720	432,660	326,560	432,660
<b>Total Expenditure</b>	<b>2,359,433</b>	<b>2,392,380</b>	<b>2,311,820</b>	<b>2,545,950</b>
<b>Net Cost of Service (Surplus) / Deficit</b>	<b>256,329</b>	<b>199,650</b>	<b>147,320</b>	<b>441,910</b>



**CCTV**
**EG110**
**Service Description:**

Management of the CCTV camera network in Stevenage. Stevenage is a member of the CCTV Partnership, which is formed of; Stevenage Borough Council, North Hertfordshire District Council, East Hertfordshire District Council and Hertsmeire District Council.

15	Actual 2017/18 £	Original Budget 2018/19 £	Working Budget 2018/19 £	Original Budget 2019/20 £
<b>Expenditure</b>				
<b>Employee Costs:</b>				
Direct Employee Expenses	8,857	0	0	0
<b>Premises Related:</b>				
Energy Costs	12,328	11,020	11,020	11,270
<b>Supplies &amp; Services:</b>				
Equipment, Tools & Materials	65,196	67,050	67,050	75,500
<b>Third Party Payments:</b>				
Private Contractors	102,863	101,050	101,050	105,690
<b>Recharges:</b>				
Support Services	9,278	13,700	13,700	13,480
<b>Capital Charges:</b>				
Depreciation	18,984	18,240	18,240	22,180
<b>Total Expenditure</b>	<b>217,506</b>	<b>211,060</b>	<b>211,060</b>	<b>228,120</b>
<b>Net Cost of Service</b>	<b>217,506</b>	<b>211,060</b>	<b>211,060</b>	<b>228,120</b>

**Service Details:**

Currently there are 184 CCTV across Stevenage. **Private Contractors** - This budget reflects Stevenage's share of the partnership costs associated with the CCTV control room.

**Planning Policy**
**ET110, ET700**
**Service Description:**

The Planning Policy team is principally responsible for the production of the Council's Local Plan. This sets out a vision and detailed planning policies for the future of the town to 2031 and beyond. The team is also responsible for providing strategic advice on road and rail transport policies.

16	<b>Actual</b> 2017/18 £	<b>Original</b> <b>Budget</b> 2018/19 £	<b>Working</b> <b>Budget</b> 2018/19 £	<b>Original</b> <b>Budget</b> 2019/20 £
<b>Expenditure</b>				
<b>Employee Costs:</b>				
Direct Employee Expenses	1,082,948	428,630	557,780	576,230
Indirect Employee Expenses	122,500	7,730	11,270	7,590
<b>Premises Related:</b>				
Rents, Rates & Water Services	493	850	850	0
<b>Transport Related:</b>				
Travelling Expenses	5,953	8,020	7,740	10,720
<b>Supplies &amp; Services:</b>				
Printing, Stationery & General	894	500	620	620
Communications & Computing	7,419	6,930	7,050	7,680
Expenses & Allowances	0	0	0	0
Grants & Subscriptions	12,118	7,420	13,420	13,420
Miscellaneous Expenses	16,257	3,140	25,380	35,820
<b>Third Party Payments:</b>				
Private Contractors	184,030	71,060	69,860	69,160
Consultancy & Agency Fees	0	10,000	10,000	10,000
Appropriations	(652,380)	0	0	0
<b>Recharges:</b>				
Support Services	88,082	99,400	99,400	79,930
<b>Capital Charges:</b>				
Depreciation	6,907	1,850	1,850	6,910
<b>Total Expenditure</b>	<b>875,221</b>	<b>645,530</b>	<b>805,220</b>	<b>818,080</b>
<b>Income:</b>				
Government Grants	(35,485)	(20,000)	0	(30,000)
Other Contributions & Donations	(909)	0	0	0
Fees & Charges	(1,750)	0	0	0
Recharge Income	0	(26,810)	(26,810)	0
<b>Total Income</b>	<b>(38,144)</b>	<b>(46,810)</b>	<b>(26,810)</b>	<b>(30,000)</b>
<b>Net Cost of Service</b>	<b>837,076</b>	<b>598,720</b>	<b>778,410</b>	<b>788,080</b>

**Service Details:**

**Direct Employee Expenses** - 12.19 FTE's staff in total. The pension lump sum payment for all of Environmental Services is included in the actual for 2017/18 and is £652,380. **Private Contractors** - Specialist advice in formulating the local plan and transport policies. It will also provide the context for the regeneration of the Town Centre, the neighbourhood centres and key employment sites. Legal cost associated with the Local Plan and public examination.

**Regeneration**
**Regeneration; Town Centre Promotion;  
Stevenage First**
**ET310; ET330; ET311**
**Service Description:**

Promotion of town centre, environmental and social projects. Also leading on the Stevenage First project and Future Town Future Council project. The service will lead on the delivery of the SG1 development and projects resulting from Hertfordshire Local Enterprise Partnership (LEP) funding to support the delivery of the Central Framework. The service is also involved in business support and partnership working with key stakeholders.

17	Actual 2017/18 £	Original Budget 2018/19 £	Working Budget 2018/19 £	Original Budget 2019/20 £
<b>Expenditure</b>				
<b>Employee Costs:</b>				
Direct Employee Expenses	404,557	479,450	483,200	646,620
Indirect Employee Expenses	4,123	1,580	1,580	(73,320)
<b>Premises Related:</b>				
Energy Costs	2,238	2,920	2,920	2,190
Rents, Rates & Water Services	372	450	450	0
<b>Transport Related:</b>				
Travelling Expenses	9,750	4,570	4,570	8,890
<b>Supplies &amp; Services:</b>				
Equipment, Tools & Materials	4,013	0	0	0
Printing, Stationery & General	4,514	500	500	500
Communications & Computing	2,788	640	640	740
Expenses & Allowances	779	0	0	0
Grants & Subscriptions	12,004	7,240	12,440	2,440
Miscellaneous Expenses	8,624	73,900	83,080	40,040
<b>Third Party Payments:</b>				
Other Local Authorities	0	0	0	0
Private Contractors	74,007	59,640	50,460	50,460
Consultancy & Agency Fees	324,501	303,440	685,950	436,610
	0	0	0	0
<b>Recharges:</b>				
Support Services	128,092	141,730	141,730	128,590
<b>Total Expenditure</b>	<b>980,360</b>	<b>1,076,060</b>	<b>1,467,520</b>	<b>1,243,760</b>
<b>Income:</b>				
Other Grants & Contributions	(35,722)	0	0	0
Fees & Charges	(57,904)	(43,800)	(43,800)	(49,410)
<b>Total Income</b>	<b>(93,626)</b>	<b>(43,800)</b>	<b>(43,800)</b>	<b>(49,410)</b>
<b>Net Cost of Service</b>	<b>886,734</b>	<b>1,032,260</b>	<b>1,423,720</b>	<b>1,194,350</b>

**Service Details:**

**Direct Employee Expenses** - 8.0 FTE's staff in total. The budget includes the new Business Relationship Manager post which will be the first point of contact in the Council for businesses in Stevenage and will help attract new companies to the area.

**Consultancy & Agency Fees** - Costs relate to surveys and feasibility studies for the town centre Future Town Future Council project Stevenage First. In the 2019/20 Budget members approved a further £400,000 for Regeneration.

A report to the Executive on the 14 March 2017 recommended the transfer of £300,000 to help support the SG1 regeneration scheme and since 2017/18 this is included in the working budget. In the 2018/19 Budget Members approved £356,610 from Business rate gains and this has been transferred into the allocated reserve to be used for regeneration.

**Development Control**
**ET410**
**Service Description:**

The main activity involves the processing and determination of planning applications. The service also deals with applications for advertisement consent and listed building consent as well as the protection of important trees. Other areas include the provision of advice to prospective developers and the public. A pre-application advice service is also offered some of which incurs a charge.

18	Actual 2017/18 £	Original Budget 2018/19 £	Working Budget 2018/19 £	Original Budget 2019/20 £
<b>Expenditure</b>				
<b>Employee Costs:</b>				
Direct Employee Expenses	234,510	288,900	212,950	274,070
Indirect Employee Expenses	933	1,100	4,230	1,020
<b>Transport Related:</b>				
Travelling Expenses	4,184	4,120	3,820	3,130
<b>Supplies &amp; Services:</b>				
Equipment, Tools & Materials	128	500	340	340
Printing, Stationery & General	1,655	1,410	1,410	1,710
Communications & Computing	5,844	9,560	10,020	4,560
Grants & Subscriptions	3,524	3,500	3,500	3,500
Miscellaneous Expenses	8,643	15,390	11,890	11,820
<b>Third Party Payments:</b>				
Consultancy & Agency Fees	13,747	13,390	13,390	13,390
<b>Recharges:</b>				
Support Services	113,433	94,850	94,850	85,670
<b>Total Expenditure</b>	<b>386,601</b>	<b>432,720</b>	<b>356,400</b>	<b>399,210</b>
<b>Income:</b>				
<b>Other Contributions &amp; Donations</b>	0	(5,200)	(5,200)	(5,200)
<b>Customer &amp; Client Receipts</b>	(335,782)	(382,830)	(382,830)	(382,830)
<b>Total Income</b>	<b>(335,782)</b>	<b>(388,030)</b>	<b>(388,030)</b>	<b>(388,030)</b>
<b>Net Cost of Service</b>	<b>50,819</b>	<b>44,690</b>	<b>(31,630)</b>	<b>11,180</b>

**Service Details:**

**Direct Employee Expenses** - 5.0 FTE's staff in total. **Consultancy & Agency Fees** - This contains the cost associated with seeking professional and legal advice for complex planning applications. **Support Services** - the basis of allocating these costs has been reviewed, updated and reflected in the 2019/20 Original Budget.

**Building Control**
**Building Control Non-Fee;  
Building Control Fee Earning**
**ET510; ET610 - ET614; EX270**
**Service Description:**

Building Control is a statutory regulatory service that is primarily externally facing. Unique in Local Government, the service is fully open to private sector competition for its Building Control workload. The group enforces technical and procedural requirements of the Building Act 1984 and The Building Regulations 2010. It also deals with dangerous structures, demolitions and access issues.

19	Actual 2017/18 £	Original Budget 2018/19 £	Working Budget 2018/19 £	Original Budget 2019/20 £
<b>Expenditure</b>				
<b>Employee Costs:</b>				
Direct Employee Expenses	3,670	0	0	0
<b>Supplies &amp; Services:</b>				
Communications & Computing	179	0	0	0
<b>Third Party Payments:</b>				
Private Contractors	0	55,500	55,500	55,500
Consultancy & Agency Fees	4,500	15,500	15,500	15,500
<b>Recharges:</b>				
Support Services	(330)	0	0	0
<b>Total Expenditure</b>	<b>8,019</b>	<b>71,000</b>	<b>71,000</b>	<b>71,000</b>
<b>Income:</b>				
Other Grants & Contributions	0	(85,940)	(85,940)	(99,410)
Customer & Client Receipts	(179)	0	0	(5,350)
<b>Total Income</b>	<b>(179)</b>	<b>(85,940)</b>	<b>(85,940)</b>	<b>(104,760)</b>
<b>Net Cost of Service</b>	<b>7,840</b>	<b>(14,940)</b>	<b>(14,940)</b>	<b>(33,760)</b>

**Service Details:**

Hertfordshire Building Control Limited was set up in 2016/17 and provides the Building Control Service to the Council.

**Engineers**
**EX210**
**Service Description:**

Staff costs for Engineering Services are included within these budgets. The service maintains infrastructure owned by SBC and manages on street parking enforcement on the highway for Hertfordshire County Council. It also includes the design and supervision of capital schemes for various sections of the council as well as staff costs relating to work carried out for external clients (such as; Hertfordshire County Council and North Herts District Council).

20	Actual 2017/18 £	Original Budget 2018/19 £	Working Budget 2018/19 £	Original Budget 2019/20 £
<b>Expenditure</b>				
<b>Employee Costs:</b>				
Direct Employee Expenses	372,777	312,110	335,030	361,340
Indirect Employee Expenses	1,931	1,750	1,750	1,350
<b>Premises Related:</b>				
Rents, Rates & Water Services	5,385	5,570	5,570	2,000
<b>Transport Related:</b>				
Travelling Expenses	7,497	8,330	7,590	7,680
<b>Supplies &amp; Services:</b>				
Equipment, Tools & Materials	577	1,000	1,500	1,500
Clothing, Uniforms & Laundry	177	400	400	400
Printing, Stationery & General	1,659	2,200	2,200	2,200
Communications & Computing	5,941	3,750	3,990	6,720
Grants & Subscriptions	267	0	0	0
Miscellaneous Expenses	2,937	2,300	2,300	2,530
<b>Recharges:</b>				
Support Services	112,523	92,770	92,770	88,580
<b>Total Expenditure</b>	<b>511,669</b>	<b>430,180</b>	<b>453,100</b>	<b>474,300</b>
<b>Income:</b>				
Other Grants & Contributions	(5,852)	(15,000)	(6,000)	(6,000)
Fees & Charges	(2,635)	(14,490)	(3,000)	(3,000)
Recharge Income	(503,183)	(420,950)	(420,950)	(466,380)
<b>Total Income</b>	<b>(511,669)</b>	<b>(450,440)</b>	<b>(429,950)</b>	<b>(475,380)</b>
<b>Net Cost of Service</b>	<b>0</b>	<b>(20,260)</b>	<b>23,150</b>	<b>(1,080)</b>

**Service Details:**

Direct Employee Expenses - 6.50 FTE's staff in total.

**Property & Design**
**EX190**
**Service Description:**

The service is now managed by the Assistant Director Housing & Investment. The HRA and General Fund property teams will be working together to provide project management, architectural services, building surveying and property maintenance services in connection with the Council's General Fund buildings and assets.

21	Actual 2017/18 £	Original Budget 2018/19 £	Working Budget 2018/19 £	Original Budget 2019/20 £
<b>Expenditure</b>				
<b>Employee Costs:</b>				
Direct Employee Expenses	553,572	571,640	571,640	621,910
Indirect Employee Expenses	5,126	3,970	3,970	3,120
<b>Premises Related:</b>				
Rents, Rates & Water Services	3,453	5,150	5,150	0
<b>Transport Related:</b>				
Travelling Expenses	13,473	12,170	12,170	13,270
<b>Supplies &amp; Services:</b>				
Equipment, Tools & Materials	3,541	0	0	0
Clothing, Uniforms & Laundry	0	100	100	100
Printing, Stationery & General	1,167	2,140	2,140	2,290
Communications & Computing	23,954	26,310	26,310	26,280
Grants & Subscriptions	3,892	6,000	6,000	6,000
Miscellaneous Expenses	3,975	4,090	4,090	3,650
<b>Third Party Payments:</b>				
Private Contractors	395,656	297,980	297,980	307,810
Consultancy & Agency Fees	22,063	0	0	0
<b>Recharges:</b>				
Support Services	169,582	224,010	224,010	224,020
<b>Capital Charges:</b>				
	5,046	4,640	4,640	5,050
<b>Total Expenditure</b>	<b>1,204,500</b>	<b>1,158,200</b>	<b>1,158,200</b>	<b>1,213,500</b>
<b>Income:</b>				
Other Grants & Contributions	(90,292)	(134,220)	(134,220)	(134,220)
Recharge Income	(1,114,207)	(976,950)	(976,950)	(1,080,160)
<b>Total Income</b>	<b>(1,204,500)</b>	<b>(1,111,170)</b>	<b>(1,111,170)</b>	<b>(1,214,380)</b>
<b>Net Cost of Service</b>	<b>0</b>	<b>47,030</b>	<b>47,030</b>	<b>(880)</b>

**Service Details:**

**Direct Employee Expenses** - 10.73 FTE's staff in total. **Private Contractors** - This represents the annual cost of a fixed term health and safety compliance and maintenance contract that provides inspections, servicing and reactive maintenance to the Councils operational buildings. **Other Grants & Contributions** - This relates to ad-hoc external work done for other local authorities.

**Garages and Markets**
**EX330**
**Service Description:**

Letting and management of the Council's residential garages portfolio and Indoor Market. From 2019/20 these two cost centres will be split and have their own pages within the budget book.

22	Actual 2017/18 £	Original Budget 2018/19 £	Working Budget 2018/19 £	Original Budget 2019/20 £
<b>Expenditure</b>				
<b>Employee Costs:</b>				
Direct Employee Expenses	216,785	208,680	208,680	0
Indirect Employee Expenses	2,349	4,190	1,510	0
<b>Premises Related:</b>				
Rents, Rates & Water Services	1,852	2,760	1,720	0
<b>Transport Related:</b>				
Travelling Expenses	2,816	9,160	5,140	0
<b>Supplies &amp; Services:</b>				
Equipment, Tools & Materials	22	0	0	0
Printing, Stationery & General	1,022	3,820	1,710	0
Communications & Computing	12,368	3,590	1,120	0
Expenses & Allowances	0	0	0	0
Grants & Subscriptions	0	400	0	0
Miscellaneous Expenses	3,710	3,770	2,200	0
Contributions to Provisions	0	0	0	0
<b>Third Party Payments:</b>				
Consultancy & Agency Fees	0	400	0	0
Private Contractors	0	0	0	0
<b>Recharges:</b>				
Support Services	140,816	104,700	104,700	0
<b>Total Expenditure</b>	<b>381,740</b>	<b>341,470</b>	<b>326,780</b>	<b>0</b>
<b>Income:</b>				
Recharge Income	(381,740)	(341,810)	(341,810)	0
<b>Total Income</b>	<b>(381,740)</b>	<b>(341,810)</b>	<b>(341,810)</b>	<b>0</b>
<b>Net Cost of Service</b>	<b>0</b>	<b>(340)</b>	<b>(15,030)</b>	<b>0</b>

**Service Details:**
**Direct Employee Expenses** - 5.38 FTE's staff in total. **Recharges** - The service costs are recharged to Commercial Properties and Garage's within the Resources Portfolio.



**Environmental Health**
**EX310**
**Service Description:**

The Environmental Health & Licensing Unit carries out a wide range of enforcement activities which focus on dealing with nuisance from noise, smell, animals etc. and protecting health, safety and welfare in residential and commercial premises.

23	<b>Actual 2017/18 £</b>	<b>Original Budget 2018/19 £</b>	<b>Working Budget 2018/19 £</b>	<b>Original Budget 2019/20 £</b>
<b>Expenditure</b>				
<b>Employee Costs:</b>				
Direct Employee Expenses	771,418	733,510	602,560	638,370
Indirect Employee Expenses	10,542	8,620	8,620	6,060
<b>Premises Related:</b>				
Rents, Rates & Water Services	594	880	880	30
<b>Transport Related:</b>				
Travelling Expenses	29,964	32,700	32,700	26,070
<b>Supplies &amp; Services:</b>				
Printing, Stationery & General	6,123	6,320	6,320	7,240
Communications & Computing	17,394	25,640	25,640	15,970
Grants & Subscriptions	2,873	4,700	4,700	4,700
Miscellaneous Expenses	5,797	6,290	6,290	4,260
Contributions to Provisions	73,450	0	0	0
<b>Third Party Payments:</b>				
Private Contractors	16,339	0	0	0
Consultancy & Agency Fees	1,282	26,000	26,000	5,000
<b>Recharges:</b>				
Support Services	230,164	211,590	211,590	197,020
<b>Total Expenditure</b>	<b>1,165,940</b>	<b>1,056,250</b>	<b>925,300</b>	<b>904,720</b>
<b>Income:</b>				
Other Grants & Contributions	(250)	0	0	0
Recharge Income	(1,165,690)	(1,032,760)	(1,032,760)	(929,050)
<b>Total Income</b>	<b>(1,165,940)</b>	<b>(1,032,760)</b>	<b>(1,032,760)</b>	<b>(929,050)</b>
<b>Net Cost of Service</b>	<b>0</b>	<b>23,490</b>	<b>(107,460)</b>	<b>(24,330)</b>

**Service Details:**

**Direct Employee Expenses** - 12 FTE's staff in total. **Recharges** - The cost of the service is recharged to the users of the service (such as; Housing Revenue Account, Animal Control, Environmental Monitoring and Control, Health and Safety, Food Safety and Licensing).

**Stevenage Direct Services (SDS) Admin & Management**
**EX170**
**Service Description:**

The cost centre includes the administration and management costs of running Stevenage Direct Services (SDS). Which provides; caretaking service for housing (2018/19 only as from 2019/20 this will transfer back to the HRA), street cleansing, grounds maintenance, vehicle repairs, refuse and recycling services.

24	<b>Actual</b> 2017/18 £	<b>Original</b> <b>Budget</b> 2018/19 £	<b>Working</b> <b>Budget</b> 2018/19 £	<b>Original</b> <b>Budget</b> 2019/20 £
<b>Expenditure</b>				
<b>Employee Costs:</b>				
Direct Employee Expenses	1,280,428	1,083,990	1,117,250	1,093,690
Indirect Employee Expenses	14,803	8,040	8,040	6,700
<b>Transport Related:</b>				
Travelling Expenses	12,939	14,540	14,540	11,900
<b>Supplies &amp; Services:</b>				
Equipment, Tools & Materials	710	0	0	0
Printing, Stationery & General	7,446	7,100	7,100	7,100
Communications & Computing	18,685	20,620	20,620	4,130
Grants & Subscriptions	205	0	0	0
Miscellaneous Expenses	9,163	8,170	8,170	7,300
<b>Third Party Payments:</b>				
Consultancy & Agency Fees	0	0	9,940	0
<b>Recharges:</b>				
Support Services	243,672	168,010	168,010	190,430
<b>Total Expenditure</b>	<b>1,588,050</b>	<b>1,310,470</b>	<b>1,353,670</b>	<b>1,321,250</b>
<b>Income:</b>				
Recharge Income	(1,588,051)	(1,294,070)	(1,294,070)	(1,324,180)
<b>Total Income</b>	<b>(1,588,051)</b>	<b>(1,294,070)</b>	<b>(1,294,070)</b>	<b>(1,324,180)</b>
<b>Net Cost of Service</b>	<b>(0)</b>	<b>16,400</b>	<b>59,600</b>	<b>(2,930)</b>

**Service Details:**

**Direct Employee Expenses** - 22.86 FTE's staff in total.

## Local Community Budgets

	Actual 2017/18 £	Original Budget 2018/19 £	Working Budget 2018/19 £	Original Budget 2019/20 £
<b>Summary of Expenditure</b>				
53 Local Community Budgets	100,577	100,800	100,800	100,800
<b>Total Cost of Portfolio</b>	<b>100,577</b>	<b>100,800</b>	<b>100,800</b>	<b>100,800</b>

## Local Community Budgets

### Local Community Budgets

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#### Service Description:

Stevenage Borough Council's members introduced a community budget in 2011/12. Each Councillor has a budget of £2,500 and the Youth Mayor has a budget of £3,300 to help improve and deliver local priorities and create a better place to live. Members continue to work with local communities to identify issues, to plan, assist and develop solutions.

	Actual 2017/18 £	Original Budget 2018/19 £	Working Budget 2018/19 £	Original Budget 2019/20 £
<b>01</b>				
<b>Expenditure</b>				
<b>Supplies &amp; Services:</b>				
Grants & Subscriptions	100,577	100,800	100,800	100,800
<b>Total Expenditure</b>	<b>100,577</b>	<b>100,800</b>	<b>100,800</b>	<b>100,800</b>
<b>Income:</b>	0	0	0	0
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Cost of Service</b>	<b>100,577</b>	<b>100,800</b>	<b>100,800</b>	<b>100,800</b>

**Service Details:**

	<b>Actual</b>	<b>Original</b>	<b>Working</b>	<b>Original</b>
	<b>2017/18</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
	<b>£</b>	<b>2018/19</b>	<b>2018/19</b>	<b>2019/20</b>
		<b>£</b>	<b>£</b>	<b>£</b>
<b>Summary of Expenditure</b>				
53 <b>Commercial Properties</b>	(5,106,025)	(1,744,810)	(1,677,010)	(2,139,180)
54 <b>Garages</b>	(2,334,795)	(1,948,690)	(1,906,740)	(2,321,850)
55 <b>Council Tax</b>	750,510	785,940	792,100	829,970
56 <b>Non Domestic Rate (NDR)</b>	9,067	(17,990)	410	(13,820)
57 <b>Elections</b>	132,074	222,650	222,650	242,020
58 <b>Electoral Registration</b>	218,940	146,890	147,450	141,400
59 <b>Indoor Market</b>	17,436	31,600	31,600	(28,810)
60 <b>Hackney Carriages</b>	21,938	(23,460)	(23,460)	17,010
61 <b>Local Licensing</b>	87,664	77,030	77,030	(8,170)
62 <b>Local Land Charges</b>	9,184	(19,170)	(7,670)	23,300
63 <b>Miscellaneous Services</b>	155,692	177,350	136,670	141,450
64 <b>Corporate Projects</b>	48,490	388,140	460,870	436,060
65 <b>Investment Income and Expenditure</b>	(8,492,264)	(253,950)	(469,040)	(155,080)
66 <b>Movement on General Fund Balance</b>	9,126,189	(3,126,810)	(3,219,380)	(1,474,140)
67 <b>Corporate &amp; Democratic Core</b>	(1,629,281)	75,280	29,520	(43,630)
<b>Total Cost of Portfolio</b>	<b>(6,985,181)</b>	<b>(5,230,000)</b>	<b>(5,405,000)</b>	<b>(4,353,470)</b>

**Commercial Properties**

**Commercial Property Investment Strategy; Commercial Shops; Town Square; The Plaza; Workshops and Miscellaneous Properties; Ridgemoor Park; Storage Depot; Land Sales; Broadhall Stadium; Business Technology Centre; Chells Enterprise Centre; Commercial Garages**

**RK100; RK110; RK120; RK121; RK122; RK130; RK150; RK170 RK180; RK210; RK230**

**Service Description:**

These cost centres contain expenditure and income arising from the Council's Commercial Properties. These include units in local shopping centres, income from the Westgate Shopping Centre, the Town Square and The Plaza, income from the Business Technology Centre, Chells Enterprise Village and garages let to commercial tenants. Recently the Commercial Property Investment Strategy has been added to this area this currently includes Essex House.

<b>01</b>	<b>Actual</b>	<b>Original</b>	<b>Working</b>	<b>Original</b>
	<b>2017/18</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
	<b>£</b>	<b>2018/19</b>	<b>2018/19</b>	<b>2019/20</b>
		<b>£</b>	<b>£</b>	<b>£</b>
<b>Expenditure</b>				
<b>Premises Related:</b>				
Repairs & Maintenance Of Buildings	82,005	92,330	101,180	101,830
Energy Costs	16,417	2,140	8,240	5,450
Rents, Rates & Water Services	263,574	285,930	226,650	281,460
Fixtures & Fittings	947	2,010	2,010	2,020
Premises Insurance	74,901	69,730	69,730	49,840
<b>Supplies &amp; Services:</b>				
Equipment, Tools & Materials	2,830	2,930	2,930	2,930
Printing, Stationery & General	0	400	400	400
Communications & Computing	1,707	860	990	1,740
Miscellaneous Expenses	29,063	18,830	8,500	18,830
Contributions to Provisions	29,298	47,700	21,450	47,700
<b>Third Party Payments:</b>				
Private Contractors	297,000	280,000	302,940	297,640
Consultancy & Agency Fees	89,073	64,500	80,090	79,610
Appropriations	97,938	(29,440)	48,820	(3,150)
<b>Recharges:</b>				
Support Services	698,468	618,570	618,570	759,960
<b>Interest Payable:</b>				
Interest	401,352	975,300	448,280	975,300
<b>Capital Charges:</b>				
	(2,907,171)	913,340	913,340	517,640
<b>Total Expenditure</b>	<b>(822,598)</b>	<b>3,345,130</b>	<b>2,854,120</b>	<b>3,139,200</b>
<b>Income:</b>				
Government Grants	0	0	0	0
Other Contributions & Donations	(5,087)	(7,000)	(7,000)	(7,000)
Fees & Charges	(4,161,418)	(4,948,190)	(4,389,880)	(5,140,170)
Interest income	(13)	(200)	(200)	(200)
Recharge Income	(116,909)	(134,550)	(134,050)	(131,010)
<b>Total Income</b>	<b>(4,283,427)</b>	<b>(5,089,940)</b>	<b>(4,531,130)</b>	<b>(5,278,380)</b>
<b>Net Cost of Service</b>	<b>(5,106,025)</b>	<b>(1,744,810)</b>	<b>(1,677,010)</b>	<b>(2,139,180)</b>

**Service Details:**

**Appropriations** - Shows the transfer to/from Allocated Reserves for the Surplus/Deficit on Town Square in year, which is used for repairs, reconfiguration of units or repayment of debt. **Interest Payable** - is interest on the cost of borrowing to fund the purchase of Town Square and Plaza properties. **Fees and charges** - Includes income from land sales not exceeding £10,000 and income from the Business & Technology Centre which is managed by Wenta on the Council's behalf. Also included are commercial rents from the Council's other commercial properties including local shops, Westgate Shopping Centre, the Town Square and The Plaza. Recharge income comprises of notional income charged to other Service Delivery Units for the use of the Council's commercial properties.

**Garages**
**Residential Garages**
**GP120**
**Service Description:**

The Council owns some 6,604 garages which are let out to domestic tenants (as at December 2018). This cost centre includes the expenditure and income relating to the administration, maintenance and letting of these garages.

<b>02</b>	<b>Actual 2017/18 £</b>	<b>Original Budget 2018/19 £</b>	<b>Working Budget 2018/19 £</b>	<b>Original Budget 2019/20 £</b>
<b>Expenditure</b>				
<b>Employee Costs:</b>				
Direct Employee Expenses	12,000	18,500	53,500	211,330
Indirect Employee Expenses	0	0	0	760
<b>Transport Related:</b>				
Travelling Expenses	0	0	0	3,510
<b>Premises Related:</b>				
Repairs & Maintenance Of Buildings	105	3,000	3,000	3,000
Energy Costs	901	1,020	1,020	4,110
Rents, Rates & Water Services	0	0	0	1,610
Premises Insurance	11,315	9,840	9,840	9,560
<b>Transport Related:</b>				
Fleet Vehicle Recharges	3,967	3,230	3,030	7,790
<b>Supplies &amp; Services:</b>				
Equipment, Tools & Materials	134	1,710	1,710	1,710
Printing, Stationery & General	1,080	0	0	1,100
Communications & Computing	8,693	9,950	9,950	12,420
Miscellaneous Expenses	2,053	10,300	10,300	12,560
<b>Third Party Payments:</b>				
Contract Services	78,908	76,830	76,830	101,240
Private Contractors	126,471	120,750	120,750	110,750
Consultancy & Agency Fees	(205)	3,000	3,000	3,000
<b>Recharges:</b>				
Support Services	310,013	358,770	358,770	221,820
<b>Interest Payable:</b>				
Interest	0	37,850	0	83,450
<b>Capital Charges:</b>				
	147,456	596,110	596,110	165,480
<b>Total Expenditure</b>	<b>702,889</b>	<b>1,250,860</b>	<b>1,247,810</b>	<b>955,200</b>
<b>Income:</b>				
Fees & Charges	(3,037,684)	(3,199,550)	(3,154,550)	(3,277,050)
<b>Total Income</b>	<b>(3,037,684)</b>	<b>(3,199,550)</b>	<b>(3,154,550)</b>	<b>(3,277,050)</b>
<b>Net Cost of Service</b>	<b>(2,334,795)</b>	<b>(1,948,690)</b>	<b>(1,906,740)</b>	<b>(2,321,850)</b>

**Service Details:**

**Contract Services & Private Contractors** - Includes the costs of carrying out repairs and maintenance to the Council's garages. **Support Services** - Includes staffing and other costs related to the service. **Fees & Charges** - arises from the letting of domestic garages. The 2018/19 working budget is the expected income based on average weekly rental of £10.70 (excluding VAT) whilst the 2019/20 income is based on average rental of £11.30 (excluding VAT), as approved by the Council's Fees & Charges Strategy.

**Council Tax**
**Council Tax**
**RG110, RJ111**
**Service Description:**

This cost centre includes the costs of billing, collection and recovery of Council Tax charged to households within Stevenage. The service is provided by the Revenues and Benefits Partnership with East Herts District Council which was formed in 2011/12.

03	<b>Actual</b> 2017/18 £	<b>Original</b> <b>Budget</b> 2018/19 £	<b>Working</b> <b>Budget</b> 2018/19 £	<b>Original</b> <b>Budget</b> 2019/20 £
<b>Expenditure</b>				
<b>Supplies &amp; Services:</b>				
Printing, Stationery & General	1,879	1,600	1,600	1,930
Miscellaneous Expenses	0	0	0	0
<b>Third Party Payments:</b>				
Other Local Authorities	0	0	0	0
Consultancy & Agency Fees	36,537	27,500	27,500	27,500
<b>Recharges:</b>				
Support Services	1,157,703	1,191,060	1,191,060	1,223,640
<b>Total Expenditure</b>	<b>1,196,119</b>	<b>1,220,160</b>	<b>1,220,160</b>	<b>1,253,070</b>
<b>Income:</b>				
Customer & Client Receipts	(330,188)	(318,750)	(318,750)	(318,750)
Government Grants	(115,420)	(115,470)	(109,310)	(104,350)
Other Grants & Contributions	0	0	0	0
<b>Total Income</b>	<b>(445,608)</b>	<b>(434,220)</b>	<b>(428,060)</b>	<b>(423,100)</b>
<b>Net Cost of Service</b>	<b>750,510</b>	<b>785,940</b>	<b>792,100</b>	<b>829,970</b>

**Service Details:**

**Support Services** - includes staff (hosted by East Herts District Council) and other costs relating to the billing, collection and recovery of Council Tax. **Miscellaneous Expenses** - Includes Welfare Reform support funded by Government Grant. **Customer & Client Receipts** - relate to the recovered costs of collecting Council Tax as a result of Summons proceedings. **Government Grants** - relate to Council Tax Reform grant funding.

**Non-Domestic Rates (NDR)**
**RH110**
**Service Description:**

These budgets include expenditure and income relating to the billing and collection of Non Domestic Rates (NDR)

<b>04</b>	<b>Actual 2017/18 £</b>	<b>Original Budget 2018/19 £</b>	<b>Working Budget 2018/19 £</b>	<b>Original Budget 2019/20 £</b>
<b>Expenditure</b>				
<b>Supplies &amp; Services:</b>				
Grants & Subscriptions	14,968	0	23,890	0
<b>Third Party Payments:</b>				
Consultancy & Agency Fees	(91)	0	0	0
<b>Recharges:</b>				
Support Services	121,248	100,050	100,050	104,940
<b>Total Expenditure</b>	<b>136,125</b>	<b>100,050</b>	<b>123,940</b>	<b>104,940</b>
<b>Income:</b>				
Government Grants	(109,538)	(109,540)	(107,070)	(110,260)
Other Grants & Contributions	(7,440)	0	(7,960)	0
Customer & Client Receipts	(10,080)	(8,500)	(8,500)	(8,500)
<b>Total Income</b>	<b>(127,058)</b>	<b>(118,040)</b>	<b>(123,530)</b>	<b>(118,760)</b>
<b>Net Cost of Service</b>	<b>9,067</b>	<b>(17,990)</b>	<b>410</b>	<b>(13,820)</b>

**Service Details:**

**Support Services** - this service is provided by the shared service with East Herts District Council. **Government Grants** - Represents allowance for collection of NDR.



**Elections**
**Elections; Local Elections;  
County Elections; By-Elections**
**RA110; RA120; RA130; RA150; RA210; RA170**
**Service Description:**

These budgets include expenditure and income relating to the organisation and administration of elections to the British Parliament, Hertfordshire County Council, Police and Crime Commissioner and Stevenage Borough Council together with the administration of referendums.

<b>05</b>	<b>Actual 2017/18 £</b>	<b>Original Budget 2018/19 £</b>	<b>Working Budget 2018/19 £</b>	<b>Original Budget 2019/20 £</b>
<b>Expenditure</b>				
<b>Employee Costs:</b>				
Direct Employee Expenses	2,299	5,200	5,750	5,200
<b>Premises Related:</b>				
Rents, Rates & Water Services	14,370	3,200	6,480	6,480
<b>Transport Related:</b>				
Travelling Expenses	3,100	0	1,340	1,340
<b>Supplies &amp; Services:</b>				
Equipment, Tools & Materials	76	0	0	0
Printing, Stationery & General	45,682	16,540	15,200	15,460
Communications & Computing	75,027	31,050	27,220	28,170
Miscellaneous Expenses	91	0	0	0
<b>Third Party Payments:</b>				
Consultancy & Agency Fees	87,799	36,200	36,200	36,200
<b>Recharges:</b>				
Support Services	182,732	127,670	127,670	146,380
<b>Capital Charges:</b>				
	2,790	2,790	2,790	2,790
<b>Total Expenditure</b>	<b>413,967</b>	<b>222,650</b>	<b>222,650</b>	<b>242,020</b>
<b>Income:</b>				
Government Grants	(62,275)	0	0	0
Other Contributions & Donations	(219,617)	0	0	0
<b>Total Income</b>	<b>(281,893)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Cost of Service</b>	<b>132,074</b>	<b>222,650</b>	<b>222,650</b>	<b>242,020</b>

**Service Details:**

**Expenditure** - In 2019/20 Stevenage Borough Council is co-ordinating the Local Elections in Stevenage.

**Electoral Registration**
**RB110 - RB111**
**Service Description:**

These budgets include Expenditure and income related to the maintenance and annual publication of the Electoral Register.

06	Actual 2017/18 £	Original Budget 2018/19 £	Working Budget 2018/19 £	Original Budget 2019/20 £
<b>Expenditure</b>				
<b>Employee Costs:</b>				
Direct Employee Expenses	0	0	0	0
Indirect Employee Expenses	1,197	0	240	0
<b>Supplies &amp; Services:</b>				
Equipment, Tools & Materials	485	0	190	0
Printing, Stationery & General	12,984	12,440	12,440	12,630
Communications & Computing	60,317	43,340	43,340	29,080
Grants & Subscriptions	428	270	400	400
Miscellaneous Expenses	50	0	0	0
<b>Third Party Payments:</b>				
Consultancy & Agency Fees	18,486	14,000	14,000	14,000
<b>Recharges:</b>				
Support Services	141,432	78,340	78,340	86,790
<b>Total Expenditure</b>	<b>235,378</b>	<b>148,390</b>	<b>148,950</b>	<b>142,900</b>
<b>Income:</b>				
Customer & Client Receipts	(2,232)	(1,500)	(1,500)	(1,500)
Government Grants	(14,206)	0	0	0
<b>Total Income</b>	<b>(16,438)</b>	<b>(1,500)</b>	<b>(1,500)</b>	<b>(1,500)</b>
<b>Net Cost of Service</b>	<b>218,940</b>	<b>146,890</b>	<b>147,450</b>	<b>141,400</b>

**Service Details:**
**Consultancy & Agency Fees** - includes the cost of canvassing the electorate to ensure the details held on the Register are complete and accurate. As at 1st December 2018 there were 63,729 people on the Electoral Register.

**Indoor Market**
**RM110**
**Service Description:**

The Council operates an Indoor Market which is open four days per week and offers a range of goods and services, including groceries, household equipment and repairs, fashion accessories and leisure related goods and services. There are some 49 independent traders operating in the Market together with a Food Court which accommodates a further two independent Cafeterias offering a diverse range of cuisine.

07	Actual 2017/18 £	Original Budget 2018/19 £	Working Budget 2018/19 £	Original Budget 2019/20 £
<b>Expenditure</b>				
<b>Employee Costs:</b>				
Direct Employee Expenses	0	0	0	64,660
Indirect Employee Expenses	0	0	0	200
<b>Transport Related:</b>				
Travelling Expenses	0	0	0	1,540
<b>Premises Related:</b>				
Repairs & Maintenance Of Buildings	43,138	41,590	41,590	41,120
Energy Costs	59,965	66,800	66,800	67,570
Rents, Rates & Water Services	22,956	32,410	32,410	18,300
Cleaning & Domestic Supplies	33,375	31,400	31,400	32,090
Premises Insurance	2,310	4,070	4,070	4,250
<b>Supplies &amp; Services:</b>				
Equipment, Tools & Materials	882	1,710	1,710	1,710
Printing, Stationery & General	87	0	0	790
Communications & Computing	850	800	800	2,060
Miscellaneous Expenses	12,053	12,000	12,000	12,780
<b>Third Party Payments:</b>				
Consultancy & Agency Fees	35,081	34,760	34,760	35,520
Contract Services	(9,025)	(61,560)	2,270	48,330
<b>Recharges:</b>				
Support Services	202,384	209,180	209,180	104,700
<b>Total Expenditure</b>	<b>404,057</b>	<b>373,160</b>	<b>436,990</b>	<b>435,620</b>
<b>Income:</b>				
Rental Income	(412,775)	(421,260)	(421,260)	(435,000)
Recharge Income	26,154	79,700	15,870	(29,430)
<b>Total Income</b>	<b>(386,621)</b>	<b>(341,560)</b>	<b>(405,390)</b>	<b>(464,430)</b>
<b>Net Cost of Service</b>	<b>17,436</b>	<b>31,600</b>	<b>31,600</b>	<b>(28,810)</b>

**Service Details:**

The indoor market comprises of 132 pitches of varying sizes. As at January 2019, 40 stalls were vacant and available to rent. **Support Services** - include staff and overhead costs relating to the administration of this service. The Indoor Market section's main aim is to increase income and manage new and existing traders.

**Hackney Carriages**
**EJ110**
**Service Description:**

These budgets contain expenditure and income relating to the administration and enforcement for the licensing of Hackney Carriage and Private Hire licensing as required by the Town Police Clauses Act 1847 and Local Government (Miscellaneous Provisions) Act 1976.

<b>08</b>	<b>Actual 2017/18 £</b>	<b>Original Budget 2018/19 £</b>	<b>Working Budget 2018/19 £</b>	<b>Original Budget 2019/20 £</b>
<b>Expenditure</b>				
<b>Supplies &amp; Services:</b>				
Equipment, Tools & Materials	5,661	5,690	5,690	5,690
Miscellaneous Expenses	621	750	750	750
Printing, Stationery & General	66	0	0	0
<b>Third Party Payments:</b>				
Private Contractors	5,444	4,130	4,130	4,130
Consultancy & Agency Fees	4,995	1,200	1,200	1,200
<b>Recharges:</b>				
Support Services	124,994	100,810	100,810	141,780
<b>Total Expenditure</b>	<b>141,781</b>	<b>112,580</b>	<b>112,580</b>	<b>153,550</b>
<b>Income:</b>				
Customer & Client Receipts	(119,499)	(136,040)	(136,040)	(136,540)
Other Contributions & Donations	(344)	0	0	0
<b>Total Income</b>	<b>(119,843)</b>	<b>(136,040)</b>	<b>(136,040)</b>	<b>(136,540)</b>
<b>Net Cost of Service</b>	<b>21,938</b>	<b>(23,460)</b>	<b>(23,460)</b>	<b>17,010</b>

**Service Details:**

There are some 320 licensed drivers, along with 100 Hackney Carriage vehicles, and 185 Private Hire vehicles. There are 25 Private Hire operators registered with the Council. **Support Services** - includes Staffing and other related costs to the administration of this service.

**Local Licensing**
**RD110**
**Service Description:**

These budgets contain expenditure and income relating to the administration and enforcement of the licensing of permissions in relation to the Licensing Act 2003 for places of entertainment and the provision of alcohol, Gambling Act 2005 for the provisions of gambling and small society lottery registrations, and the Local Government (Miscellaneous Provisions) Acts for the provisions of Street Trading, Scrap Metal And Sex Establishments.

<b>09</b>	<b>Actual 2017/18 £</b>	<b>Original Budget 2018/19 £</b>	<b>Working Budget 2018/19 £</b>	<b>Original Budget 2019/20 £</b>
<b>Expenditure</b>				
<b>Employee Costs:</b>				
Direct Employee Expenses	66	0	0	0
<b>Supplies &amp; Services:</b>				
Miscellaneous Expenses	(66)	250	250	250
Grants & Subscriptions	300	0	300	300
Bank Charges	(71)	600	300	300
<b>Third Party Payments:</b>				
Consultancy & Agency Fees	0	1,650	1,650	1,650
<b>Recharges:</b>				
Support Services	173,357	160,970	160,970	75,880
<b>Total Expenditure</b>	<b>173,586</b>	<b>163,470</b>	<b>163,470</b>	<b>78,380</b>
<b>Income:</b>				
Customer & Client Receipts	(85,922)	(86,440)	(86,440)	(86,550)
<b>Total Income</b>	<b>(85,922)</b>	<b>(86,440)</b>	<b>(86,440)</b>	<b>(86,550)</b>
<b>Net Cost of Service</b>	<b>87,664</b>	<b>77,030</b>	<b>77,030</b>	<b>(8,170)</b>

**Service Details:**

**Customer & Client Receipts** include receipts for some: 29 Street Traders (a combination of annual permissions and farmers markets applications), two Scrap Metal Sites and ten Scrap Metal Mobile Collectors (who pay registration every three years), 151 premises licences with the provision of alcohol included, 34 premises licences that do not include the provision of alcohol, 11 club premises certificates with the provision of alcohol included, 851 personal licence holders with active permissions, one bingo premises, three adult gaming centres, 14 betting shops, 17 machine permits, 57 small society lottery registrations and one sex establishment.

**Local Land Charges**
**RC110**
**Service Description:**

The Council is required, by law, to keep a local Land Charges Register. The expenditure and income relate to the maintenance of the register, responding to official searches and replying to requests for certain information specified in the search form commonly referred to as CON 29.

<b>10</b>	<b>Actual 2017/18 £</b>	<b>Original Budget 2018/19 £</b>	<b>Working Budget 2018/19 £</b>	<b>Original Budget 2019/20 £</b>
<b>Expenditure</b>				
<b>Supplies &amp; Services:</b>				
Printing, Stationery & General	0	100	100	100
Miscellaneous Expenses	7,421	5,500	5,500	5,500
Contributions to Provisions	0	0	0	0
<b>Recharges:</b>				
Support Services	72,255	63,020	63,020	79,500
<b>Capital Charges:</b>	0	2,210	2,210	0
<b>Total Expenditure</b>	<b>79,676</b>	<b>70,830</b>	<b>70,830</b>	<b>85,100</b>
<b>Income:</b>				
Customer & Client Receipts	(70,492)	(90,000)	(60,000)	(61,800)
Government Grants	0	0	(18,500)	0
<b>Total Income</b>	<b>(70,492)</b>	<b>(90,000)</b>	<b>(78,500)</b>	<b>(61,800)</b>
<b>Net Cost of Service</b>	<b>9,184</b>	<b>(19,170)</b>	<b>(7,670)</b>	<b>23,300</b>

**Service Details:**

**Miscellaneous Services**
**Various Services; Meetings & Events;  
Civic Links; Emergency Planning**
**RR130; RR230; RR250; RR270; RR290; RR310; RR370**
**Service Description:**

These budgets include various services relating to projects and initiatives having an impact across the Council, including Emergency Planning and service continuity.

11	<b>Actual</b> 2017/18 £	<b>Original</b> <b>Budget</b> 2018/19 £	<b>Working</b> <b>Budget</b> 2018/19 £	<b>Original</b> <b>Budget</b> 2019/20 £
<b>Expenditure</b>				
<b>Transport Related:</b>				
Travelling Expenses	17	0	20	0
<b>Premises Related:</b>				
Grounds Maintenance	0	260	260	260
<b>Supplies &amp; Services:</b>				
Printing, Stationery & General	0	0	0	0
Miscellaneous Expenses	21,896	28,210	28,210	28,210
Contributions to Provisions	59,928	85,040	43,540	43,540
Contributions to Bad Debt Provisions	0	0	0	0
Other Local Authorities	0	25,000	0	0
<b>Third Party Payments:</b>				
Consultancy & Agency Fees	25,247	0	25,800	25,800
<b>Recharges:</b>				
Support Services	56,107	49,100	49,100	53,900
<b>Total Expenditure</b>	<b>163,195</b>	<b>187,610</b>	<b>146,930</b>	<b>151,710</b>
<b>Income:</b>				
Other Income	0	(10,000)	(10,000)	(10,000)
Other Contributions & Donations	(7,020)	0	0	0
Customer & Client Receipts	(483)	(260)	(260)	(260)
<b>Total Income</b>	<b>(7,503)</b>	<b>(10,260)</b>	<b>(10,260)</b>	<b>(10,260)</b>
<b>Net Cost of Service</b>	<b>155,692</b>	<b>177,350</b>	<b>136,670</b>	<b>141,450</b>

**Service Details:**
**Contributions to Bad Debt Provisions** - relates to bad debts calculated for the Council's sundry debts (e.g. commercial rents and trade waste).

**Corporate Projects**
**RR420**
**Service Description:**

This cost centre contains policy expenditure relating to the Council's Strategic Priorities.

12	Actual 2017/18 £	Original Budget 2018/19 £	Working Budget 2018/19 £	Original Budget 2019/20 £
<b>Expenditure</b>				
<b>Employee Costs:</b>				
Direct Employee Expenses	76,974	98,400	98,400	50,630
Indirect Employee Expenses	2,770	200	200	170
<b>Transport Related:</b>				
Travelling Expenses	151	0	0	800
<b>Supplies &amp; Services:</b>				
Equipment, Tools & Materials	147	0	0	0
Printing, Stationery & General	140	0	0	0
Communications & Computing	2,827	0	0	0
Miscellaneous Expenses	47,624	165,640	238,370	294,800
<b>Third Party Payments:</b>				
Private Contractors	(17)	35,000	35,000	25,000
Consultancy & Agency Fees	21,239	0	0	33,000
<b>Recharges:</b>				
Support Services	22,046	140,460	140,460	42,330
<b>Total Expenditure</b>	<b>173,901</b>	<b>439,700</b>	<b>512,430</b>	<b>446,730</b>
<b>Income:</b>				
Appropriations	(6,255)	0	0	0
Government Grants	(8,103)	0	0	0
Recharge Income - HRA	(111,053)	(51,560)	(51,560)	(10,670)
<b>Total Income</b>	<b>(125,411)</b>	<b>(51,560)</b>	<b>(51,560)</b>	<b>(10,670)</b>
<b>Net Cost of Service</b>	<b>48,490</b>	<b>388,140</b>	<b>460,870</b>	<b>436,060</b>

**Service Details:**
**Miscellaneous Expenses** - these are used for spend on Strategic Priorities. **Consultancy & Agency Fees** - are used to facilitate the delivery of other Corporate Projects.



**Investment Income and Expenditure**
**RS110; RS309**
**Service Description:**

These budgets include the expenditure and income relating to the Council's Treasury Management activities. The Council invests any cash balances in institutions which meet the Council's approved investment criteria. These criteria are regularly reviewed and updated as part of the Treasury Cash Management Strategy. It also includes the interest cost for the Council's capital programme.

13	<b>Actual</b>	<b>Original</b>	<b>Working</b>	<b>Original</b>
	<b>2017/18</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
	<b>£</b>	<b>2018/19</b>	<b>2018/19</b>	<b>2019/20</b>
		<b>£</b>	<b>£</b>	<b>£</b>
<b>Expenditure</b>				
<b>Interest:</b>				
Interest Paid to HRA	287,341	261,200	368,200	368,200
Interest on Pension Scheme Liabilities	980,030	0	0	0
Interest on Borrowing & Notional Interest	(30,735)	95,090	0	43,190
<b>Total Expenditure</b>	<b>1,236,637</b>	<b>356,290</b>	<b>368,200</b>	<b>411,390</b>
<b>Income:</b>				
Interest income	(426,629)	(305,300)	(532,300)	(566,470)
Interest on Pension Scheme Assets	(4,551,000)	0	0	0
FRS17 Actuarial gains / losses	(3,696,467)	0	0	0
Fees & Charges - Disposal of Assets	(696,681)	0	0	0
Recharge Income	(358,124)	(304,940)	(304,940)	0
<b>Total Income</b>	<b>(9,728,900)</b>	<b>(610,240)</b>	<b>(837,240)</b>	<b>(566,470)</b>
<b>Net Cost of Service</b>	<b>(8,492,264)</b>	<b>(253,950)</b>	<b>(469,040)</b>	<b>(155,080)</b>

**Service Description:**

**Interest Paid to the HRA** - the HRA share of interest paid on investments. **Interest on Borrowing** - The interest payable on borrowing relates to the General Fund Capital Programme. This is the cost of borrowing from banks, building societies, other local authorities or the Public Works Loan Board (PWLb). **Interest Income** - Interest on investment. For 2018/19 this is forecast to be 0.90%, and the projection for 2019/20 is 1.15%.

**Movement on General Fund Balance**
**RS310**
**Service Description:**

This cost centre is used for all the technical accounting entries which are required to be shown in the accounts. Most are then reversed so there is no impact on the Council Tax payer. This cost centre also shows the use of allocated reserves. These are reserves held for specific revenue spend e.g. New Homes Bonus reserve and Planning delivery.

14	<b>Actual</b> 2017/18 £	<b>Original</b> <b>Budget</b> 2018/19 £	<b>Working</b> <b>Budget</b> 2018/19 £	<b>Original</b> <b>Budget</b> 2019/20 £
<b>Expenditure</b>				
Transfer to/ (from) Allocated Reserves	201,825	18,010	(385,220)	271,960
Transfer to/ (from) Pensions Reserve	7,192,437	1,046,080	1,046,080	0
NNDR Levy	583,451	0	303,710	0
<b>Capital Charges:</b>				
Repayment of Principal on borrowing (MRP)	319,313	290,910	290,910	252,140
Revenue Contribution to Capital	1,719,920	1,174,000	1,180,950	1,174,000
Reversal of Gains and Losses on sale of Fixed Assets	0	0	0	0
Use of Capital Grant	2,190,660	0	0	0
Disposal of Assets	696,681	0	0	0
Other Capital Charges	(93,669)	(131,040)	(131,040)	(122,790)
<b>Total Expenditure</b>	<b>12,810,618</b>	<b>2,397,960</b>	<b>2,305,390</b>	<b>1,575,310</b>
<b>Income:</b>				
Reversal of Capital Charges-Depreciation	(3,179,730)	(5,454,710)	(5,454,710)	(3,049,450)
Reversal of Capital Charges-Impairment	1,908,888	0	0	0
Reversal of Capital Charges-Capital Expenditure Under statute	(2,413,588)	(70,060)	(70,060)	0
<b>Total Income</b>	<b>(3,684,429)</b>	<b>(5,524,770)</b>	<b>(5,524,770)</b>	<b>(3,049,450)</b>
<b>Net Cost of Service</b>	<b>9,126,189</b>	<b>(3,126,810)</b>	<b>(3,219,380)</b>	<b>(1,474,140)</b>

**Service Details:**

**Repayment of Principal on borrowing** - This is called the Minimum Revenue Requirement and is calculated by the value of the new asset (funded from borrowing) divided by the expected life of that asset. This payment is required regardless of whether the borrowing is internally or externally funded.

**Corporate & Democratic**
**Other CDC Functions; Unapportionable Overheads**
**RT250; RT260; RT140**
**Service Description:**

These cost centres contain expenditure incurred by the Council which falls within the definitions of Corporate & Democratic Core, as prescribed in the Service Reporting Code of Practice. This comprises expenditure in the Democratic Representation and Management of the Council together with expenditure on its Corporate Management. This includes Members allowances and expenses, subscriptions to Local Authority Associations, Audit fees and costs which are recharged from the Council's Strategic Management Board in overall management and direction of the Council.

15	<b>Actual 2017/18 £</b>	<b>Original Budget 2018/19 £</b>	<b>Working Budget 2018/19 £</b>	<b>Original Budget 2019/20 £</b>
<b>Expenditure</b>				
<b>Employee Costs:</b>				
Direct Employee Expenses	75,000	0	0	0
Indirect Employee Expenses	9,252	10,000	10,000	8,500
<b>Supplies &amp; Services:</b>				
Rents, Rates & Water Services	0	0	0	0
Catering	0	0	0	0
Printing, Stationery & General	6,211	5,280	5,280	6,400
Grants & Subscriptions	16,943	17,160	17,160	17,160
Miscellaneous Expenses	0	0	0	0
Bank Charges	168,072	199,240	199,240	189,240
Interest	0	0	0	0
Contributions To Provisions	0	0	0	0
<b>Third Party Payments:</b>				
Consultancy & Agency Fees	54,128	61,410	67,750	51,110
Other Local Authorities	0	0	0	0
<b>Recharges:</b>				
Support Services	2,514,758	2,349,370	2,349,370	2,464,290
Contract Services Recharge	78,562	25,080	25,080	55,120
<b>Interest:</b>				
Interest Income	0	0	0	0
<b>Capital Charges:</b>	0	700	700	0
<b>Total Expenditure</b>	<b>2,922,926</b>	<b>2,668,240</b>	<b>2,674,580</b>	<b>2,791,820</b>
<b>Income:</b>				
Fees & Charges	(889)	(50,000)	(50,460)	(51,000)
Government Grants	(4,044,526)	(1,748,840)	(1,800,480)	(1,873,070)
Recharge Income	(506,792)	(794,120)	(794,120)	(911,380)
<b>Total Income</b>	<b>(4,552,207)</b>	<b>(2,592,960)</b>	<b>(2,645,060)</b>	<b>(2,835,450)</b>
<b>Net Cost of Service</b>	<b>(1,629,281)</b>	<b>75,280</b>	<b>29,520</b>	<b>(43,630)</b>

**Service Details:**

**Consultancy & Agency Fees** - include the cost of external audit and inspection, which has reduced in 2019/20, as well as the cost of advice relating to the Council's Treasury Management activities. **Support Service Recharges** - include Members allowances and expenses, a proportion of Strategic Management Board expenditure and other staffing & overhead costs which fall within the definitions of Democratic Representation and Management and Corporate Management. **Government Grants** - includes New Homes Bonus and S31 grant income for Business Rate Reliefs which are Central Government grants.

	Actual 2017/18 £	Original Budget 2018/19 £	Working Budget 2018/19 £	Original Budget 2019/20 £
<b>Summary of Expenditure</b>				
69 Daneshill House	0	28,170	33,690	2,380
70 Swingate House	(86,324)	3,040	19,140	(20,640)
71 Facilities Management	0	23,110	7,350	(5,000)
72 Corporate Management	0	122,360	136,220	24,870
73 Democratic Services	8,711	(1,100)	35,900	200
74 Legal Services	(8,693)	(52,420)	(178,380)	0
75 Chief Executives Unit, Policy & Communications	0	2,260	(76,650)	(150)
76 ICT	(18)	18,010	149,630	(179,250)
77 Human Resources & Organisational Development	216,353	116,330	244,270	32,670
78 Financial Services	0	(122,120)	(52,220)	35,970
79 Revenues, Benefits & Local Taxation	0	58,150	84,150	62,460
80 Customer Services	0	38,740	89,840	15,660
<b>Total Cost of Portfolio</b>	<b>130,029</b>	<b>234,530</b>	<b>492,940</b>	<b>(30,830)</b>

**Daneshill House**
**SB110**
**Service Description:**

This covers the maintenance and upkeep of the Council's office accommodation.

01	Actual 2017/18 £	Original Budget 2018/19 £	Working Budget 2018/19 £	Original Budget 2019/20 £
<b>Expenditure</b>				
<b>Premises Related:</b>				
Repairs & Maintenance Of Buildings	111,665	92,620	102,620	58,750
Energy Costs	126,588	140,960	140,960	194,250
Rents, Rates & Water Services	283,218	282,440	278,550	279,110
Fixtures & Fittings	6,239	5,820	5,820	5,840
Cleaning & Domestic Supplies	2,620	6,270	6,270	6,270
Premises Insurance	11,922	19,460	19,460	24,210
<b>Supplies &amp; Services:</b>				
Equipment, Tools & Materials	3,486	3,000	3,000	3,000
Catering	16,799	18,980	17,480	24,980
Communications & Computing	146	100	100	100
General expenses	587	0	0	0
<b>Third Party Payments:</b>				
Contract Services	15,475	16,260	16,260	17,000
<b>Recharges:</b>				
Support Services	443,676	452,930	452,930	584,420
<b>Capital Charges:</b>	150,366	287,490	287,490	156,350
<b>Total Expenditure</b>	<b>1,172,788</b>	<b>1,326,330</b>	<b>1,330,940</b>	<b>1,354,280</b>
<b>Income:</b>				
Fees & Charges	(194,823)	(194,420)	(194,420)	(194,420)
Recharge Income	(977,965)	(1,103,740)	(1,102,830)	(1,157,480)
<b>Total Income</b>	<b>(1,172,788)</b>	<b>(1,298,160)</b>	<b>(1,297,250)</b>	<b>(1,351,900)</b>
<b>Net Cost of Service</b>	<b>0</b>	<b>28,170</b>	<b>33,690</b>	<b>2,380</b>

**Service Details:**
**Fees and Charges** - Rental Income relates to HSBC located on the ground floor and other Local Government services renting part of the second floor of Daneshill House.

**Swingate House**
**SD110**
**Service Description:**

Swingate House is let to external tenants, although the Council does retain a small area. This service provides the maintenance and upkeep of the common areas and the building fabric.

<b>02</b>	<b>Actual</b>	<b>Original</b>	<b>Working</b>	<b>Original</b>
	<b>2017/18</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
	<b>£</b>	<b>2018/19</b>	<b>2018/19</b>	<b>2019/20</b>
		<b>£</b>	<b>£</b>	<b>£</b>
<b>Expenditure</b>				
<b>Premises Related:</b>				
Repairs & Maintenance Of Buildings	21,271	24,390	24,390	1,750
Energy Costs	42,598	61,710	61,710	10,220
Rents, Rates & Water Services	26,560	13,280	13,280	53,100
Fixtures & Fittings	1,276	910	1,330	1,330
Cleaning & Domestic Supplies	0	940	940	0
Premises Insurance	3,760	5,860	5,860	3,760
<b>Supplies &amp; Services:</b>				
Catering	380	500	500	0
Communications & Computing	2,546	1,320	1,320	2,590
<b>Third Party Payments:</b>				
Contract Services	4,404	4,620	4,620	0
<b>Recharges:</b>				
Support Services	55,800	57,950	57,950	16,280
<b>Capital Charges:</b>				
	(70,302)	31,850	31,850	16,380
<b>Total Expenditure</b>	<b>88,292</b>	<b>203,330</b>	<b>203,750</b>	<b>105,410</b>
<b>Income:</b>				
Fees & Charges	(73,510)	(56,030)	(40,350)	0
Recharge Income	(101,106)	(144,260)	(144,260)	(126,050)
<b>Total Income</b>	<b>(174,616)</b>	<b>(200,290)</b>	<b>(184,610)</b>	<b>(126,050)</b>
<b>Net Cost of Service</b>	<b>(86,324)</b>	<b>3,040</b>	<b>19,140</b>	<b>(20,640)</b>

**Service Details:**

**Fees & Charges** - This relates to rental income from external tenants.

**Facilities Management**
**SB400**
**Service Description:**

This service provides the security, post room service, caretaking, cleaning and routine maintenance and compliance of the Council's operational buildings.

03	Actual 2017/18 £	Original Budget 2018/19 £	Working Budget 2018/19 £	Original Budget 2019/20 £
<b>Expenditure</b>				
<b>Employee Costs:</b>				
Direct Employee Expenses	308,514	303,070	280,890	291,810
Indirect Employee Expenses	2,487	2,230	2,230	1,690
<b>Premises Related:</b>				
Fixtures & Fittings	0	0	0	0
Cleaning & Domestic Supplies	100,642	123,780	106,180	103,510
<b>Transport Related:</b>				
Fleet Vehicle Recharges	1,863	2,260	2,200	6,680
Travelling Expenses	3,960	3,880	3,880	5,600
<b>Supplies &amp; Services:</b>				
Equipment, Tools & Materials	16,843	10,260	13,570	12,760
Clothing, Uniforms & Laundry	94	0	200	100
Printing, Stationery & General	5	0	600	600
Communications & Computing	103,815	99,870	96,960	100,560
Miscellaneous Expenses	6,766	3,460	6,760	3,040
<b>Third Party Payments:</b>				
Consultancy & Agency Fees	19,759	20,180	19,180	19,600
<b>Recharges:</b>				
Support Services	123,573	156,940	156,940	168,290
<b>Total Expenditure</b>	<b>688,321</b>	<b>725,930</b>	<b>689,590</b>	<b>714,240</b>
<b>Income:</b>				
Fees & Charges	(7,945)	(3,600)	(5,200)	(5,200)
Recharge income	(680,376)	(699,220)	(677,040)	(714,040)
<b>Total Income</b>	<b>(688,321)</b>	<b>(702,820)</b>	<b>(682,240)</b>	<b>(719,240)</b>
<b>Net Cost of Service</b>	<b>0</b>	<b>23,110</b>	<b>7,350</b>	<b>(5,000)</b>

**Service Details:**
**Direct Employee Expenses** - 7.92 FTE's. **Communications and Computing** - Cost of the Post Room service. **Premises Related** - Cleaning is provided by a private contractor. **Third Party Payments** - Cost of Security.

**Corporate Management**
**Chief Executive; Directors & Support**
**SE110**
**Service Description:**

Responsibility for management of the Council rests with The Strategic Leadership Team, which is led by the Chief Executive and two Strategic Directors. Their role is to develop the Council's vision for the future and ensure that the Council's aims, objectives, missions and strategies are met. It delivers the policies and services determined by the Council, leading the Council's employees and its work with partner organisations.

04	Actual 2017/18 £	Original Budget 2018/19 £	Working Budget 2018/19 £	Original Budget 2019/20 £
<b>Expenditure</b>				
<b>Employee Costs:</b>				
Direct Employee Expenses	540,580	486,850	486,850	541,930
Indirect Employee Expenses	31,515	20,050	30,050	17,150
<b>Premises Related:</b>				
Rents, Rates & Water Services	535	1,030	1,030	1,110
<b>Transport Related:</b>				
Travelling Expenses	8,438	8,190	8,190	7,010
<b>Supplies &amp; Services:</b>				
Equipment, Tools & Materials	436	1,000	2,490	1,000
Printing, Stationery & General	276	500	500	500
Communications & Computing	7,552	7,790	8,130	8,880
Expenses & Allowances	6,227	6,650	6,150	6,150
Grants & Subscriptions	3,646	4,070	4,070	4,070
Miscellaneous Expenses	8,209	1,870	5,290	2,120
Bank Charges	64	100	100	100
<b>Third Party Payments:</b>				
Private Contractors	26	0	0	0
Consultancy & Agency Fees	2,364	2,200	2,200	2,200
<b>Recharges:</b>				
Support Services	159,370	152,400	152,400	226,970
<b>Total Expenditure</b>	<b>769,239</b>	<b>692,700</b>	<b>707,450</b>	<b>819,190</b>
<b>Income:</b>				
Fees & Charges	0	0	0	0
Recharge income	(769,239)	(570,340)	(571,230)	(794,320)
<b>Total Income</b>	<b>(769,239)</b>	<b>(570,340)</b>	<b>(571,230)</b>	<b>(794,320)</b>
<b>Net Cost of Service</b>	<b>0</b>	<b>122,360</b>	<b>136,220</b>	<b>24,870</b>

**Service Details:**

**Direct Employee Expenses** - 6 FTE's (this includes secretarial support) staff in total. **Recharge Income** - This service is recharged out to services based on an estimation of time spent on different activities, a proportion of which is corporate and democratic services.



**Constitutional Services**
**Hospitality; Committee Support Costs;  
Electoral Registration; Media Members Support;  
Member Expenses**
**SE193; SE230; SE250; SM110; SM150; SK210**
**Service Description:**

Provision of direct support to the elected Members of the Council, and its decision making, structure and scrutiny. The service provides for the running of the Mayor's office and Mayoral events, also the maintenance of the Electoral Register and the administration of Elections. Additionally, the Member Services office undertakes arrangements for Civic events such as the Remembrance Day service. Land registry is undertaken by this service.

05	Actual 2017/18 £	Original Budget 2018/19 £	Working Budget 2018/19 £	Original Budget 2019/20 £
<b>Expenditure</b>				
<b>Employee Costs:</b>				
Direct Employee Expenses	527,871	460,270	495,600	510,650
Indirect Employee Expenses	47,114	3,390	3,390	3,140
<b>Premises Related:</b>				
Rents, Rates & Water Services	1,833	2,720	2,720	3,580
<b>Transport Related:</b>				
Travelling Expenses	53,747	49,780	50,050	56,580
<b>Supplies &amp; Services:</b>				
Equipment, Tools & Materials	3,363	0	2,500	2,500
Printing, Stationery & General	7,539	7,000	5,630	6,880
Communications & Computing	42,993	40,660	41,560	47,540
Expenses & Allowances	456,436	466,470	470,480	475,830
Grants & Subscriptions	624	800	800	800
Miscellaneous Expenses	20,812	23,150	18,570	17,410
Bank Charges	128	0	0	0
<b>Third Party Payments:</b>				
Private Contractors	88	0	0	0
Consultancy & Agency Fees	69,551	0	0	0
<b>Recharges:</b>				
Support Services	178,022	149,650	149,650	177,400
<b>Total Expenditure</b>	<b>1,410,121</b>	<b>1,203,890</b>	<b>1,240,950</b>	<b>1,302,310</b>
<b>Income:</b>				
Other Grants & Contributions	(12,092)	0	(60)	0
Fees & Charges	0	0	0	0
Recharge Income	(1,389,318)	(1,204,990)	(1,204,990)	(1,302,110)
<b>Total Income</b>	<b>(1,401,410)</b>	<b>(1,204,990)</b>	<b>(1,205,050)</b>	<b>(1,302,110)</b>
<b>Net Cost of Service</b>	<b>8,711</b>	<b>(1,100)</b>	<b>35,900</b>	<b>200</b>

**SERVICE DETAILS :**

**Direct Employee Expenses** - 11.89 FTE's staff in total. **Expenses and Allowances** - This is the budget provision for the Mayors and Members Allowances. There are 39 Members and one Youth Mayor. All of these costs are charged to Cost of Democracy within Resources portfolio. **Recharge Income** - Relates to the share of corporate & democratic core charged to the HRA.

**Legal Services**
**Legal Service; Land Charges**
**SK190; SK191;**
**Service Description:**

The Legal service became a Shared Legal Service from 1st August 2017 for Stevenage Borough Council (SBC) and Hertfordshire County Council (HCC). The Shared Legal Service is hosted by HCC. Services retained by SBC include Data Protection Act, the Freedom of Information Act (Environmental Information Regulations) and the Ombudsman. It also holds the register for Regulation of Investigatory Powers (RIPA) authorisation, maintains the verified legal layer in Geographic Information Systems (GIS) and management of deeds.

06	Actual 2017/18 £	Original Budget 2018/19 £	Working Budget 2018/19 £	Original Budget 2019/20 £
<b>Expenditure</b>				
<b>Employee Costs:</b>				
Direct Employee Expenses	131,396	4,790	0	0
Indirect Employee Expenses	103,168	0	0	80
<b>Premises Related:</b>				
Rents, Rates & Water Services	2,264	8,470	8,470	12,820
<b>Transport Related:</b>				
Travelling Expenses	3,832	0	0	1,600
<b>Supplies &amp; Services:</b>				
Equipment, Tools & Materials	0	0	0	0
Printing, Stationery & General	10,313	0	0	0
Communications & Computing	2,796	0	0	520
Expenses & Allowances	0	0	0	0
Grants & Subscriptions	1,386	0	0	0
Miscellaneous Expenses	2,409	0	0	300
<b>Third Party Payments:</b>				
Other Local Authorities - HCC	327,184	524,700	377,580	408,470
Consultancy & Agency Fees	736	0	0	0
<b>Recharges:</b>				
Support Services	26,314	0	0	42,660
<b>Total Expenditure</b>	<b>611,796</b>	<b>537,960</b>	<b>386,050</b>	<b>466,450</b>
<b>Income:</b>				
Fees & Charges	(28,195)	(25,000)	(25,000)	(25,000)
Recharge Income	(592,295)	(565,380)	(539,430)	(441,450)
<b>Total Income</b>	<b>(620,490)</b>	<b>(590,380)</b>	<b>(564,430)</b>	<b>(466,450)</b>
<b>Net Cost of Service</b>	<b>(8,693)</b>	<b>(52,420)</b>	<b>(178,380)</b>	<b>0</b>

**Service Details:**

**Direct Employee Expenses** - 7.38 FTE's were TUPE transferred to HCC on 1st August 2017. **Customer and Client Receipts** - This is income received for Legal Services, Commercial Deeds, redemption of mortgage, Market Licences, Sale of Freehold Reversion and Commercial Licences. **Recharge income** - This service is recharged on a time apportionment basis across the Council's services.

**Corporate Services & Transformation**
**Business Strategy; Corporate Communications;  
Policy & Communications;  
Performance & Improvement**
**SE170; SE190; SE550; SE551**
**Service Description:**

To shape the Council's strategic vision and objectives and lead the Council's corporate policy development. To undertake research and manage projects/activities to support policy objectives. To drive effective partnership working in Stevenage. To co-ordinate and quality assure consultation and engagement activities that are aligned to the Council's corporate priorities. To manage two-way channels of communication, printed and digital, in order to create an informed and recognisable profile for Stevenage Borough Council and a positive image of the town as a whole. During 2018/19 the HRA Policy, Performance and Improvement team transferred into Corporate Services and Transformation. This team supports housing services in keeping the HRA Business Plan under review, developing strategies and policies, monitoring performance and undertaking service planning and improvement activities.

07	Actual 2017/18 £	Original Budget 2018/19 £	Working Budget 2018/19 £	Original Budget 2019/20 £
<b>Expenditure</b>				
<b>Employee Costs:</b>				
Direct Employee Expenses	577,718	575,780	657,790	656,980
Indirect Employee Expenses	8,346	7,980	37,400	7,030
<b>Premises Related:</b>				
Rents, Rates & Water Services	1,488	1,780	1,780	1,420
Premises Insurance	0	1,060	1,060	0
<b>Transport Related:</b>				
Travelling Expenses	9,654	9,220	9,080	5,320
<b>Supplies &amp; Services:</b>				
Contract Services	0	0	0	0
Equipment, Tools & Materials	652	800	800	800
Printing, Stationery & General	30,945	32,800	29,800	30,830
Communications & Computing	4,740	6,320	5,240	8,890
Expenses & Allowances	584	440	440	440
Grants & Subscriptions	883	1,960	1,560	1,560
Contributions to Provisions	0	0	0	0
Miscellaneous Expenses	28,171	21,090	21,090	21,560
<b>Third Party Payments:</b>				
Consultancy & Agency Fees	20,065	27,810	22,810	5,360
<b>Recharges:</b>				
Support Services	147,533	133,950	133,950	139,930
<b>Total Expenditure</b>	<b>830,780</b>	<b>820,990</b>	<b>922,800</b>	<b>880,120</b>
<b>Income:</b>				
Other Grants & Contributions	(1,650)	0	0	0
Recharge Income	(829,130)	(818,730)	(999,450)	(880,270)
<b>Total Income</b>	<b>(830,780)</b>	<b>(818,730)</b>	<b>(999,450)</b>	<b>(880,270)</b>
<b>Net Cost of Service</b>	<b>0</b>	<b>2,260</b>	<b>(76,650)</b>	<b>(150)</b>

**Service Details:**

**Direct Employee Expenses** - 12.89 FTE's staff in total. **Consultants & Agency Fees** - costs for Market Research. **Communications & Computing** - relates to Council service information and promotion, Council Meetings, advertising and communications support to corporate projects. **Recharge Income** - This service is recharged on a time apportionment basis across the Council's services.

**ICT**
**Corporate Systems; DPC; ICT;  
Media Graphic Design; IS; Business Improvement;  
Project Management; Telephony;**
**SE510; SE520; SE540; SE290; SE192; SK211; SS25\*; SE490; SS10\*; SS11\*; SE521; SS120; SS200; SS300**
**SERVICE DESCRIPTION:**

This is the Business and Technology (BAT) service. From the 1st August 2013 IT became a shared service for Stevenage Borough Council (SBC) and East Hertfordshire District Council (EHDC). The IT shared service is hosted by SBC. Other retained services are Business Improvement, Telephony and GDPR.

<b>08</b>	<b>Actual 2017/18 £</b>	<b>Original Budget 2018/19 £</b>	<b>Working Budget 2018/19 £</b>	<b>Original Budget 2019/20 £</b>
<b>Expenditure</b>				
<b>Employee Costs:</b>				
Direct Employee Expenses	1,721,234	1,850,010	1,924,260	1,885,260
Indirect Employee Expenses	27,644	13,830	17,180	12,510
<b>Premises Related:</b>				
Rents, Rates & Water Services	111	160	160	0
Repairs & Maintenance Of Buildings	1,350	0	30	0
<b>Transport Related:</b>				
Travelling Expenses	32,178	35,350	30,820	40,490
<b>Supplies &amp; Services:</b>				
Equipment, Tools & Materials	127,759	101,990	137,610	122,410
Printing, Stationery & General	33,459	25,750	30,730	26,390
Communications & Computing	1,378,875	1,338,840	1,578,160	1,676,820
Expenses & Allowances	0	150	150	150
Grants & Subscriptions	3,564	1,630	6,130	6,130
Miscellaneous Expenses	9,540	5,150	(42,200)	11,240
Bank Charges	32	0	0	0
<b>Third Party Payments:</b>				
Contract Services	118,462	0	18,170	0
Private Contractors	100,013	12,550	12,260	15,280
Consultancy & Agency Fees	58,335	22,500	93,860	22,500
<b>Recharges:</b>				
Support Services Recharge	1,537,093	451,510	360,510	539,630
<b>Capital Charges:</b>				
	213,902	264,170	264,170	190,360
<b>Total Expenditure</b>	<b>5,363,550</b>	<b>4,123,590</b>	<b>4,432,000</b>	<b>4,549,170</b>
<b>Income:</b>				
Other Income	(91,000)	0	0	0
Other Grants & Contributions	(1,375,266)	(1,194,670)	(1,279,280)	(1,634,190)
Fees & Charges	(24,561)	(13,500)	(22,710)	(13,640)
Recharge income	(3,872,741)	(2,897,410)	(2,980,380)	(3,080,590)
<b>Total Income</b>	<b>(5,363,568)</b>	<b>(4,105,580)</b>	<b>(4,282,370)</b>	<b>(4,728,420)</b>
<b>Net Cost of Service</b>	<b>(18)</b>	<b>18,010</b>	<b>149,630</b>	<b>(179,250)</b>

**Service Details:**

**Direct Employee Expenses** - 36.54 FTE's staff in total. **Communications & Computing** - costs include Telephone, Printing and Software Licence costs. **Recharge Income** - This service is recharged on a user/usage and time apportionment basis across the Council's services.

**Human Resources & Organisational**
**Human Resources; Training & Development;  
Corporate Health & Safety**
**SE330; SE331;SE340; SE350; SE355**
**Service Description:**

Encompasses Learning and Development, Human Resources (HR) Business Partnering, HR Policy Development, Employee Resourcing, Health &amp; Safety and Graduate trainees.

<b>09</b>	<b>Actual 2017/18 £</b>	<b>Original Budget 2018/19 £</b>	<b>Working Budget 2018/19 £</b>	<b>Original Budget 2019/20 £</b>
<b>Expenditure</b>				
<b>Employee Costs:</b>				
Direct Employee Expenses	1,085,852	798,610	883,640	762,480
Indirect Employee Expenses	200,291	192,410	231,950	152,520
<b>Premises Related:</b>				
Rents, Rates & Water Services	765	1,140	1,140	1,280
<b>Transport Related:</b>				
Travelling Expenses	23,260	13,700	13,980	20,560
<b>Supplies &amp; Services:</b>				
Equipment, Tools & Materials	0	0	0	0
Printing, Stationery & General	4,656	2,300	2,110	2,110
Communications & Computing	6,461	5,710	5,760	6,010
Expenses & Allowances	13,842	15,400	15,560	17,260
Miscellaneous Expenses	17	0	0	0
	25,800	42,530	43,030	53,780
<b>Third Party Payments:</b>				
Private Contractors	4,193	5,000	5,000	5,000
Consultancy & Agency Fees	60,497	91,770	91,770	61,770
<b>Recharges:</b>				
Support Services	224,074	257,980	257,980	227,430
<b>Total Expenditure</b>	<b>1,649,708</b>	<b>1,426,550</b>	<b>1,551,920</b>	<b>1,310,200</b>
<b>Income:</b>				
Government Grants	0	0	0	0
Fees & Charges	(10)	0	0	(10,050)
Recharge Income	(1,433,345)	(1,310,220)	(1,307,650)	(1,267,480)
<b>Total Income</b>	<b>(1,433,355)</b>	<b>(1,310,220)</b>	<b>(1,307,650)</b>	<b>(1,277,530)</b>
<b>Net Cost of Service</b>	<b>216,353</b>	<b>116,330</b>	<b>244,270</b>	<b>32,670</b>

**Service Details:**
**Direct Employee Expenses** - 18 FTE's staff in total. **Recharge Income** - This service is recharged on a head count basis across the Council's services.

**Financial and Estates Services**
**Corporate Procurement & Finance Management Team;  
Accountancy; Audit; Cashiers; Exchequer Creditors & Payroll;  
Insurance; Security; Estates**
**SK220; SK261; SK270; SK280; SK290; SK232; SK250; SK251; SK240; SK271**
**Service Description:**

Assistant Director Finance and Estates; Financial Services provides support for; contract procurement and efficiency opportunities for the Council (Corporate Procurement); Production of budgets, budget monitoring, closure of accounts, reconciliation of income, debtors and mortgages, Statutory returns to Central Government (Accountancy). Provision of a payroll service including registering and payment of invoices (Exchequer, Creditors, Payroll); administer the insurance cover and claims (Insurance). Collect and reconcile all payments received by the Council. Production of the Annual Statement of Accounts. Estates service manages the letting/management of the Council's commercial property and carries out the asset review and disposal of any surplus land and or property. The Paralegal team were TUPE transferred back from the Shared Legal Service at the beginning of June 2018. This team carries out the legal administration of sales and purchases of land and buildings and the management of deeds.

10	Actual 2017/18 £	Original Budget 2018/19 £	Working Budget 2018/19 £	Original Budget 2019/20 £
<b>Expenditure</b>				
<b>Employee Costs:</b>				
Direct Employee Expenses	1,763,413	1,758,650	1,820,790	2,004,100
Indirect Employee Expenses	30,513	22,010	20,380	21,810
<b>Premises Related:</b>				
Rents, Rates & Water Services	6,152	9,160	10,200	12,500
<b>Transport Related:</b>				
Travelling Expenses	32,861	26,750	31,100	33,070
<b>Supplies &amp; Services:</b>				
Equipment, Tools & Materials	44,280	390	400	340
Printing, Stationery & General	5,542	6,350	8,210	7,840
Communications & Computing	16,000	22,190	25,860	25,020
Expenses & Allowances	0	350	350	350
Grants & Subscriptions	20,322	25,820	26,350	32,320
Miscellaneous Expenses	9,883	10,960	18,520	13,970
Bank Charges	32	0	0	0
Contributions to Provisions	3,375	0	0	0
<b>Third Party Payments:</b>				
Other Local Authorities	212,320	207,830	209,820	213,630
Revenue & Benefits Contract Payment	0	1,990	0	0
Private Contractors	61,299	53,820	53,820	55,060
Consultancy & Agency Fees	25,153	2,000	22,910	2,400
<b>Recharges:</b>				
Support Services	620,781	783,310	783,310	856,190
<b>Capital Charges:</b>				
	1,781	3,920	3,920	1,780
<b>Total Expenditure</b>	<b>2,853,705</b>	<b>2,935,500</b>	<b>3,035,940</b>	<b>3,280,380</b>
<b>Income:</b>				
Other Grants & Contributions	0	0	(30,290)	(15,120)
Fees & Charges	(750)	0	(250)	0
Recharge Income	(2,852,955)	(3,057,620)	(3,057,620)	(3,229,290)
<b>Total Income</b>	<b>(2,853,705)</b>	<b>(3,057,620)</b>	<b>(3,088,160)</b>	<b>(3,244,410)</b>
<b>Net Cost of Service</b>	<b>0</b>	<b>(122,120)</b>	<b>(52,220)</b>	<b>35,970</b>

**Service Details:**

**Direct Employee Expenses - 39.76 FTE's** staff in total. **Other Local Authorities** - includes payment to Herts County Council for Shared Internal Audit Services (SIAS) and Shared Anti Fraud Service (SAFS). **Recharge Income** - These services are recharged on a time apportionment, usage and head count basis, across the Council's services.

**Revenue, Benefits & Local Taxation**
**Benefits; Council Tax;  
Business Rates**
**SK330; SK350; SK370**
**SERVICE DESCRIPTION :**

Administer the billing, collection and recovery of the Council Tax and Business Rates, through the East Herts/Stevenage Borough Council Revenues and Benefits Partnership. Administer the payment of Housing Benefits, Discretionary Housing Payments and collection of Benefit overpayments.

11	Actual	Original Budget	Working Budget	Original Budget
	2017/18	2018/19	2018/19	2019/20
	£	£	£	£
<b>Expenditure</b>				
<b>Premises Related:</b>				
Rents, Rates & Water Services	845	1,260	1,260	0
<b>Supplies &amp; Services:</b>				
Printing, Stationery & General	1,303	1,110	1,110	1,340
Communications & Computing	56,108	550	4,330	110
<b>Third Party Payments:</b>				
Revenue & Benefits Contract Payment	1,525,318	1,568,510	1,643,820	1,910,810
<b>Recharges:</b>				
Support Services	238,980	244,910	244,910	269,620
<b>Total Expenditure</b>	<b>1,822,554</b>	<b>1,816,340</b>	<b>1,895,430</b>	<b>2,181,880</b>
<b>Income:</b>				
Government Grants	(134,699)	0	(53,090)	(80,000)
Recharge Income	(1,687,855)	(1,758,190)	(1,758,190)	(2,039,420)
<b>Total Income</b>	<b>(1,822,554)</b>	<b>(1,758,190)</b>	<b>(1,811,280)</b>	<b>(2,119,420)</b>
<b>Net Cost of Service</b>	<b>0</b>	<b>58,150</b>	<b>84,150</b>	<b>62,460</b>

Service Details:

**Revenue & Benefits Contract Payment** - This is the contract payment to East Herts District Council for the shared Revenues and Benefits service.

**Customer Services & Customer Focus**

SE370, SE371, SE372

**SERVICE DESCRIPTION :**

Customer Services deal with Customer queries through a dedicated Customer Services Centre relating to various Council services including: Housing, Council Tax and Benefits. Customer Focus deal with feedback including Councillor and MP enquiries, compliments, complaints and Ombudsmen enquiries. It is also responsible for access and customer care in the back office service areas and monitoring their service standards.

12	Actual 2017/18 £	Original Budget 2018/19 £	Working Budget 2018/19 £	Original Budget 2019/20 £
<b>Expenditure</b>				
<b>Employee Costs:</b>				
Direct Employee Expenses	657,653	773,450	969,010	1,002,690
Indirect Employee Expenses	8,322	9,970	10,560	14,160
<b>Transport Related:</b>				
Travelling Expenses	19,590	20,380	20,690	30,730
<b>Supplies &amp; Services:</b>				
Equipment, Tools & Materials	7,301	2,200	2,600	2,200
Clothing, Uniforms & Laundry	3,600	500	2,000	1,000
Printing, Stationery & General	2,826	2,590	2,630	3,900
Communications & Computing	51,925	53,560	56,370	58,910
Miscellaneous Expenses	8,274	11,000	11,250	32,430
<b>Third Party Payments:</b>				
Consultancy & Agency Fees	1,505	0	0	0
<b>Recharges:</b>				
Support Services	408,921	362,110	200,520	174,690
<b>Total Expenditure</b>	<b>1,169,917</b>	<b>1,235,760</b>	<b>1,275,630</b>	<b>1,320,710</b>
<b>Income:</b>				
Recharge Income	(1,169,917)	(1,197,020)	(1,185,790)	(1,305,050)
<b>Total Income</b>	<b>(1,169,917)</b>	<b>(1,197,020)</b>	<b>(1,185,790)</b>	<b>(1,305,050)</b>
<b>Net Cost of Service</b>	<b>0</b>	<b>38,740</b>	<b>89,840</b>	<b>15,660</b>

**Service Details:**

**Direct Employee Expenses** - 36.74 FTE's staff in total. **Communications** - The call centre has over 252,000 interactions with the public each year. **Recharge Income** - This service is recharged on a calls allocation basis across the Council's services. As at quarter three of 2018/19 the performance from customers closed on time was 89.66% and enquiries from our MP and Members closed on time was 87.83%. The number of complaints received from customers up until the end of December 2018 was 904. The highest number of complaints received are in respect of Gas and Compliance and Council property repairs.



### Stevenage Direct Services (SDS)

**Street Scene (Cleansing, Graffiti, Grounds Maintenance, Conveniences, Caretaking); Refuse; Vehicle Repairs; CCTV Partnership**

**TC\*\*\*, TJ\*\*\*, TH850, TV110, DA\*\*\*, DC\*\*\*, DE\*\*\*, DS\*\*\***

**Service Description:**

Expenditure and income relating to Stevenage Direct Services (SDS). SDS covers Street Scene (Street Cleansing & Grounds Maintenance), Refuse Collection & Recycling, Maintenance and management of the Council's fleet of vehicles. Caretaking was delivered by SDS in 2018/19 and will transfer back to Housing (HRA) from 2019/20.

	Actual 2017/18 £	Original Budget 2018/19 £	Working Budget 2018/19 £	Original Budget 2019/20 £
<b>01</b>				
<b>Expenditure</b>				
<b>Employee Costs:</b>				
Direct Employee Expenses	4,714,266	4,583,320	4,473,940	4,490,580
Indirect Employee Expenses	64,442	47,040	64,500	37,700
<b>Premises Related:</b>				
Repairs & Maintenance Of Buildings	69,098	68,140	68,140	40,820
Grounds Maintenance	58,065	64,730	64,730	63,110
Energy Costs	60,182	89,210	89,210	85,160
Rents, Rates & Water Services	168,941	178,530	178,530	168,360
Fixtures & Fittings	1,846	3,390	3,390	3,400
Cleaning & Domestic Supplies	23,357	36,350	28,350	15,050
Apportionment Of Operational Buildings	344,483	361,770	361,770	303,270
Premises Insurance	17,197	9,850	9,850	7,900
<b>Transport Related:</b>				
Fleet Vehicle Recharges	1,664,372	1,798,350	1,581,570	1,527,810
Hire Of Vehicles	75,833	27,630	27,630	26,860
Travelling Expenses	14,125	13,000	13,000	12,000
Vehicle Insurance	103,235	83,750	83,750	83,750
<b>Supplies &amp; Services:</b>				
Equipment, Tools & Materials	420,207	509,310	455,290	508,490
Catering	1,533	1,800	1,800	1,800
Clothing, Uniforms & Laundry	26,603	39,960	24,960	31,960
Printing, Stationery & General	2,342	1,300	1,300	1,300
Communications & Computing	39,545	32,380	32,380	28,570
Grants & Subscriptions	6,294	5,930	5,930	4,930
Miscellaneous Expenses	57,394	80,070	80,070	63,540
<b>Third Party Payments:</b>				
Contract Services	728,096	440,060	493,990	384,220
Private Contractors	402,491	415,070	437,110	424,270
Consultancy & Agency Fees	350,581	360,650	612,390	423,870
<b>Recharges:</b>				
Support Services	907,929	966,940	966,940	877,730
Environmental Services	4,125,341	4,747,940	4,254,870	4,934,980
Contract Services Recharge	828,568	705,230	705,230	734,910
<b>Capital Charges:</b>				
Capital Charges	373,122	492,040	492,040	445,120
<b>Total Expenditure</b>	<b>15,649,488</b>	<b>16,163,740</b>	<b>15,612,660</b>	<b>15,731,460</b>
<b>Income:</b>				
Other Contributions & Donations	(245,998)	(225,380)	(245,810)	(282,410)
Fees & Charges	(1,472,300)	(1,495,800)	(1,487,040)	(1,554,070)
Recharge Income	(13,931,197)	(14,432,860)	(13,897,770)	(13,933,080)
<b>Total Income</b>	<b>(15,649,496)</b>	<b>(16,154,040)</b>	<b>(15,630,620)</b>	<b>(15,769,560)</b>
<b>Net Cost of Service</b>	<b>(8)</b>	<b>9,700</b>	<b>(17,960)</b>	<b>(38,100)</b>

**Service Details:**

SDS employs some 138 members of staff as at December 2018, and its activities include the following :

- Collection of refuse approximately 19,200 tonnes, 6,000 tonnes of mixed recycling and 6,300 tonnes of green waste that goes direct to composting.
- Collection of street cleansing approximately 2,440 tonnes (includes recycling of street sweepings).
- Cutting 4.7 million square metres of grassland and 40 miles of hedging, maintenance of 32,000 street trees and 150 hectares of woodland.
- Pruning of over 300,000 square metres of shrub beds, as well as maintaining bi-annual floral displays and baskets.
- Regular maintenance of the Town's two Cemeteries, Allotments, Fairland's Valley Park and play areas.
- Maintenance of nine parks, athletics track, stadium, park pavilions, 33 football pitches, one rugby pitch and three bowling greens.
- Maintenance, repair and management of the Council's vehicle fleet.
- Management of commercial contracts with an aggregate annual value of some £1,033,000.