

General Fund, Capital and Housing Revenue Account Budget 2020/21



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STEVENAGE MAP



Stevenage - Key Statistics

General Information

Population & Area

Area	2,597	hectares
Population	87,754	

Stevenage Borough Council

Your Local Council

Number of Council Employees	624	As at 31/3/2019
No. of recycling collections	967,470	for 2019/20
Area of grass maintained by SBC	4,689,272	square metres
Community Centres	14	April 2019 to 31st December 2019
Car Parks	16	12 at Stevenage Town & 4 at Old Town
No. of commercial properties managed by SBC	398	April 2019 to 31st December 2019
No. of planning applications received by SBC	543	April 2019 to 31st December 2019
No. of Council Houses managed	7,892	As at 30 November 2019

Stevenage Facilities

Health, Education, Leisure, ETC

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

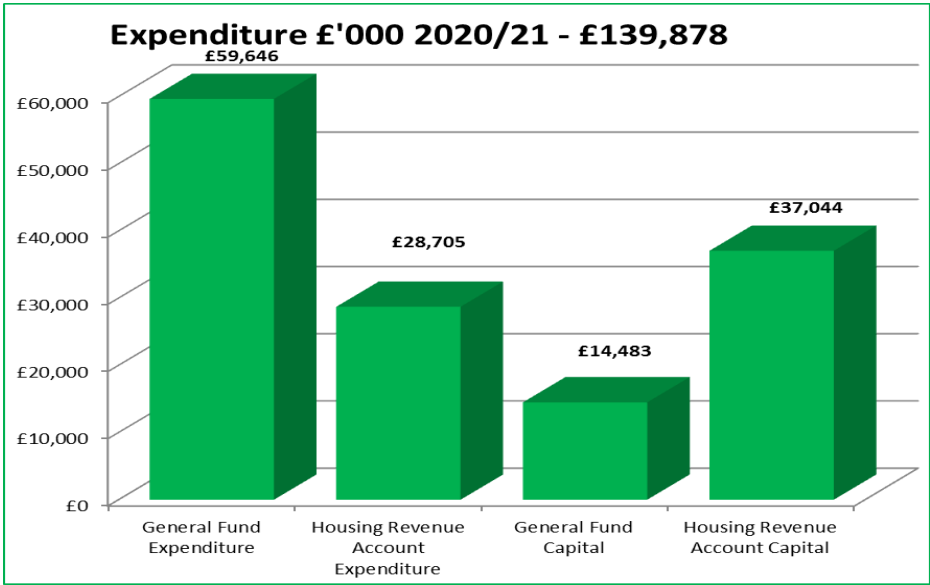
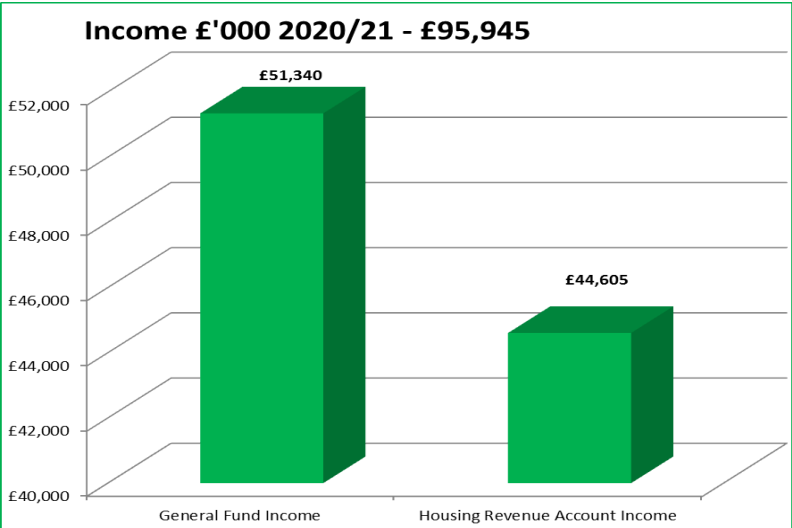
Stevenage Services

Council Tax

Chargeable Dwellings*	37,411
No. at Band A	1,701
No. at Band B	6,579
No. at Band C	21,314
No. at Band D	3,315
No. at Band E	3,147
No. at Band F	925
No. at Band G	421
No. at Band H	8
Rateable Businesses	2,335

*estimated chargeable dwellings/businesses for 2019/20

Total Council Income & Expenditure 2020/21



General Fund Summary

	Actual 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Summary of Expenditure				
Portfolio:				
Community Services	5,581,578	4,463,620	4,676,720	4,550,660
Housing Services	2,236,878	1,990,980	2,361,430	1,614,520
Environmental Services	8,693,236	6,661,060	7,018,720	6,865,900
Local Community Budgets	100,800	100,800	100,800	100,800
Resources	(7,466,698)	(4,353,470)	(5,040,520)	(4,225,240)
Resources - Support	117,893	(30,830)	564,140	160,930
Trading Accounts - Direct Services *	0	(29,640)	(2,610)	2,260
Net General Fund Expenditure	9,263,688	8,802,520	9,678,680	9,069,830
Government Support - Revenue Support Grant	(351,230)	0	0	0
Government Support - Retained Business Rates (NDR)	(2,539,149)	(2,562,580)	(2,562,580)	(2,665,314)
Transfer to/from Collection Fund (Council Tax)	(139,616)	(55,621)	(55,621)	(67,265)
Transfer to/from Collection Fund (NDR)	(30,293)	(380,962)	(380,962)	380
NNDR Levy	303,713	0	0	0
District Precept	(5,532,344)	(5,754,911)	(5,754,911)	(5,988,601)
Use of General Fund Balances	974,769	48,446	924,606	349,030
General Fund Balance:				
Balance 1 April	(5,768,830)	(4,096,483)	(4,794,061)	(3,869,455)
Use of Balances in Year	974,769	48,446	924,606	349,030
General Fund Balance 31 March	(4,794,061)	(4,048,037)	(3,869,455)	(3,520,425)
Allocated Revenue Reserves:				
Balance 1 April	(2,849,582)	(1,401,101)	(3,311,142)	(2,102,211)
Use of Balances in Year	(461,560)	(160,216)	1,208,931	(653,790)
Allocated Revenue Reserves Balance 31 March	(3,311,142)	(1,561,317)	(2,102,211)	(2,756,001)
Total Revenue Reserves	(8,105,203)	(5,609,354)	(5,971,666)	(6,276,426)
Council Tax Bands for 2020/21		2019/20		2020/21
2.37% Increase on Band D Property:				
BAND A		140.38		143.71
BAND B		163.78		167.67
BAND C		187.17		191.62
BAND D		210.57		215.57
BAND E		257.36		263.47
BAND F		304.16		311.38
BAND G		350.95		359.28
BAND H		421.14		431.14

Community Services

	Actual 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Summary of Expenditure				
7 Children's Services	707	0	26,880	(10,990)
8 Play	969,521	868,320	869,260	811,900
9 Community Transport	158,254	141,920	131,030	148,820
10 Sports & Recreational Facilities	1,884,152	1,284,010	1,284,010	1,271,820
11 Sports Development	115,903	105,810	99,920	125,520
12 Leisure Promotions	186,684	60,240	115,930	41,050
13 Golf Course	219,764	223,440	223,440	221,230
14 Community Services General	403,361	485,110	507,780	646,510
15 Community Associations	530,209	357,610	357,610	330,880
16 Community Safety	446,984	313,370	361,410	332,740
17 Museums	313,966	284,270	329,020	267,340
18 Community Funding	352,074	339,520	370,430	363,840
Total Cost of Portfolio	5,581,578	4,463,620	4,676,720	4,550,660

Community Services

Children's Services

Safeguarding

CC600

Service Description:

Advises services with the Council and leads on council wide requirement to meet statutory obligations e.g. safeguarding children.

01	Actual 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Employee Costs:				
Direct Employee Expenses	53,139	48,350	65,460	49,730
Indirect Employee Expenses	1,338	150	9,920	160
Premises Related:				
Rents, Rates & Water Services	1,141	0	0	0
Transport Related:				
Travelling Expenses	1,420	1,440	1,440	2,560
Supplies & Services:				
Printing, Stationery & General	0	0	0	0
Communications & Computing	1,487	1,740	1,740	1,500
Expenses & Allowances	707	0	0	0
Miscellaneous Expenses	1,276	300	300	300
Third Party Payments:				
Contract Services	19,544	0	0	0
Appropriations	0	0	0	0
Recharges:				
Support Services	53,211	36,240	36,240	21,530
Total Expenditure	133,263.65	88,220	115,100	75,780
Income:				
Other Grants & Contributions	0	0	0	0
Recharge Income	(132,557)	(88,220)	(88,220)	(86,770)
Total Income	(132,557)	(88,220)	(88,220)	(86,770)
Net Cost of Service	707	0	26,880	(10,990)

Service Details:

Direct Employee costs - One Full Time Equivalent (FTE's) staff in 2020/21.

Community Services

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 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Employee Costs:				
Direct Employee Expenses	450,440	441,420	441,510	419,430
Indirect Employee Expenses	9,522	7,950	7,950	8,070
Premises Related:				
Repairs & Maintenance Of Buildings	15,523	20,700	20,700	21,020
Energy Costs	10,884	9,870	10,720	11,750
Grounds Maintenance	2,103	2,810	2,810	2,810
Rents, Rates & Water Services	14,206	14,570	14,570	14,710
Cleaning & Domestic Supplies	9,095	11,460	11,460	3,450
Premises Insurance	1,949	2,160	2,160	2,160
Transport Related:				
Fleet Vehicle Recharges	1,352	1,070	1,070	1,070
Hire Of Vehicles	0	0	0	0
Travelling Expenses	7,886	7,790	7,790	11,640
Supplies & Services:				
Equipment, Tools & Materials	22,785	29,580	29,580	27,780
Clothing, Uniforms & Laundry	891	1,300	1,300	1,300
Printing, Stationery & General	16,916	14,280	14,280	9,410
Communications & Computing	13,090	13,290	13,290	11,640
Expenses & Allowances	48	220	220	220
Grants & Subscriptions	855	1,330	1,330	1,330
Miscellaneous Expenses	7,215	7,610	7,610	7,610
Third Party Payments:				
Contract Services	7,425	16,080	16,080	14,010
Private Contractors	1,188	240	240	240
Consultancy & Agency Fees	960	740	740	740
Recharges:				
Support Services	146,587	131,050	131,050	109,710
Capital Charges:	232,301	137,680	137,680	137,680
Total Expenditure	973,223	873,200	874,140	817,780
Income:				
Fees & Charges	(3,702)	(4,880)	(4,880)	(5,880)
Total Income	(3,702)	(4,880)	(4,880)	(5,880)
Net Cost of Service	969,521	868,320	869,260	811,900

Service Details:

Direct Employee costs - The three Play Centres at St Nicholas, Bandle 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 owns two specially designed vehicles with tail lift and facility to accommodate wheelchairs. A driver and escort work together on each trip.

03	Actual 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Employee Costs:				
Direct Employee Expenses	103,678	96,540	86,150	98,750
Indirect Employee Expenses	1,832	1,180	1,180	1,260
Transport Related:				
Fleet Vehicle Recharges	13,982	19,980	19,980	19,360
Hire Of Vehicles	350	0	0	0
Travelling Expenses	800	800	800	3,420
Supplies & Services:				
Equipment, Tools & Materials	488	0	0	0
Clothing, Uniforms & Laundry	179	300	300	300
Printing, Stationery & General	53	0	0	0
Communications & Computing	3,182	3,250	3,250	2,740
Expenses & Allowances	1,578	1,250	1,250	1,250
General Expenses	2,449	2,520	2,520	2,520
Third Party Payments:				
Private Contractors	44	0	0	0
Recharges:				
Support Services	48,200	33,710	33,710	36,830
Total Expenditure	176,812	159,530	149,140	166,430
Income:				
Fees & Charges	(18,559)	(17,610)	(18,110)	(17,610)
Total Income	(18,559)	(17,610)	(18,110)	(17,610)
Net Cost of Service	158,254	141,920	131,030	148,820

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 2018/19, 5,289 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 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Premises Related:				
Repairs & Maintenance Of Buildings	13,932	0	0	0
Premises Insurance	42,245	47,490	47,490	47,490
Supplies & Services:				
Equipment, Tools & Materials	10,000	10,000	10,000	10,000
Printing, Stationery & General	3,618	3,720	3,720	3,780
Communications & Computing	932	1,400	1,400	1,250
Miscellaneous Expenses	38,493	20,000	20,000	20,000
Third Party Payments:				
Contract Services	864,209	732,550	732,550	698,830
Recharges:				
Support Services	94,132	49,050	49,050	70,670
Capital Charges:	816,591	419,800	419,800	419,800
Total Expenditure	1,884,152	1,284,010	1,284,010	1,271,820
Net Cost of Service	1,884,152	1,284,010	1,284,010	1,271,820

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.

Community Services

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 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Employee Costs:				
Direct Employee Expenses	78,615	48,350	49,920	76,640
Indirect Employee Expenses	6,204	170	170	280
Transport Related:				
Travelling Expenses	1,345	1,460	1,460	660
Supplies & Services:				
Equipment, Tools & Materials	5,540	0	0	1,860
Printing, Stationery & General	560	0	0	0
Communications & Computing	505	240	240	200
Grants & Subscriptions	4,868	5,500	5,500	5,500
Miscellaneous Expenses	31,378	17,690	45,870	17,690
Third Party Payments:				
Consultancy & Agency Fees	5,430	0	2,250	0
Recharges:				
Support Services	54,122	43,940	43,940	34,230
Total Expenditure	188,567	117,350	149,350	137,060
Income:				
Other Grants & Contributions	(70,054)	(9,000)	(49,430)	(9,000)
Fees & Charges	(2,610)	(2,540)	0	(2,540)
Total Income	(72,664)	(11,540)	(49,430)	(11,540)
Net Cost of Service	115,903	105,810	99,920	125,520

Service Details:

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

Community Services

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 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Employee Costs:				
Direct Employee Expenses	205,521	235,680	242,350	351,050
Indirect Employee Expenses	2,151	1,000	1,000	1,140
Premises Related:				
Repairs & Maintenance Of Buildings	2,786	4,570	4,570	4,660
Energy Costs	6,434	4,710	5,850	6,490
Rents, Rates & Water Services	52	4,510	4,510	4,450
Transport Related:				
Travelling Expenses	3,113	2,650	2,650	3,670
Supplies & Services:				
Clothing, Uniforms & Laundry	0	0	0	0
Printing, Stationery & General	4,847	40	40	40
Communications & Computing	4,920	3,330	3,330	1,780
Grants & Subscriptions	4,509	8,170	8,170	8,170
Miscellaneous Expenses	115,604	17,790	48,610	24,790
Contributions to / from Provisions	0	0	0	0
Third Party Payments:				
Private Contractors	45,333	5,500	29,580	5,500
Consultancy & Agency Fees	17,539	0	0	0
Recharges:				
Support Services	160,042	122,200	122,200	177,910
Capital Charges:				
	3,345	5,110	5,110	5,110
Total Expenditure	576,198	415,260	477,970	594,760
Income:				
Other Grants & Contributions	(22,790)	(1,230)	(8,250)	(1,230)
Fees & Charges	(750)	(750)	(750)	(750)
Recharge Income	(365,974)	(353,040)	(353,040)	(551,730)
Total Income	(389,514)	(355,020)	(362,040)	(553,710)
Net Cost of Service	186,684	60,240	115,930	41,050

Service Details:

Miscellaneous Expenses - the 2018/19 actual includes the Cycle Race costs

Community Services

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 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Premises Related:				
Repairs & Maintenance Of Buildings	0	0	0	0
Premises Insurance	2,137	2,360	2,360	2,360
Supplies & Services:				
Equipment, Tools & Materials	9,117	9,340	9,340	9,340
Third Party Payments:				
Contract Services	166,334	170,320	170,320	170,320
Recharges:				
Support Services	10,196	8,390	8,390	6,180
Capital Charges:	31,981	33,030	33,030	33,030
Total Expenditure	219,764	223,440	223,440	221,230
Income:				
Fees & Charges	0	0	0	0
Total Income	0	0	0	0
Net Cost of Service	219,764	223,440	223,440	221,230

Service Details:

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

Community Services

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	Original	Working	Original
	2018/19	Budget	Budget	Budget
	£	2019/20	2019/20	2020/21
		£	£	£
Expenditure				
Employee Costs:				
Direct Employee Expenses	382,137	500,110	546,720	422,840
Indirect Employee Expenses	6,241	8,470	8,470	8,650
Premises Related:				
Energy Costs	(2,454)	1,040	680	710
Rents, Rates & Water Services	650	760	760	750
Transport Related:				
Travelling Expenses	7,932	7,940	7,940	10,140
Supplies & Services:				
Equipment, Tools & Materials	870	0	0	0
Clothing, Uniforms & Laundry	150	0	0	0
Printing, Stationery & General	7,906	7,570	7,570	7,690
Communications & Computing	3,421	7,630	7,630	6,890
Expenses & Allowances	405	0	0	0
Grants & Subscriptions	3,515	260	260	260
Miscellaneous Expenses	56,237	24,450	24,950	24,450
Third Party Payments:				
Private Contractors	132	0	0	0
Recharges:				
Support Services	92,428	161,820	161,820	288,810
Total Expenditure	559,569	720,050	766,800	771,190
Income:				
Government Grants	(15,381)	0	0	0
Other Grants & Contributions	(41,899)	(3,000)	(3,000)	(3,000)
Fees & Charges	(17,017)	(4,000)	(28,080)	(4,000)
Recharge Income	(81,911)	(227,940)	(227,940)	(117,680)
Total Income	(156,208)	(234,940)	(259,020)	(124,680)
Net Cost of Service	403,361	485,110	507,780	646,510

Service Details:

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

Community Services

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; ED150

Service Description:

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

09	Actual 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Premises Related:				
Repairs & Maintenance Of Buildings	46,031	57,540	57,540	58,820
Premises Insurance	14,809	16,100	16,100	16,100
Equipment, Tools & Materials	525	0	0	0
Supplies & Services:				
Grants & Subscriptions	7,789	5,500	5,500	5,500
Contract Services	146,832	120,440	120,440	123,610
Private Contractors	82	1,370	1,370	1,370
Recharges:				
Support Services	70,218	55,930	55,930	24,750
Capital Charges:				
	244,523	100,730	100,730	100,730
Total Expenditure	530,809	357,610	357,610	330,880
Income:				
Other Grants & Contributions	(600)	0	0	0
Total Income	(600)	0	0	0
Net Cost of Service	530,209	357,610	357,610	330,880

Service Details:

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

Community Services

Community Safety **Anti Social Behaviour; Community Safety;
Criminal image; 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 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Employee Costs:				
Direct Employee Expenses	373,004	280,920	390,550	230,780
Indirect Employee Expenses	684	1,020	1,020	880
Premises Related:				
Rents, Rates & Water Services	21,001	110	28,110	190
Transport Related:				
Travelling Expenses	1,303	2,520	2,520	7,690
Supplies & Services:				
Equipment, Tools & Materials	69,988	17,310	49,310	25,350
Printing, Stationery & General	8,377	7,460	8,460	7,580
Communications & Computing	1,538	17,110	17,110	17,830
Miscellaneous Expenses	3,656	2,640	2,640	2,640
Third Party Payments:				
Contract Services	996	4,620	4,620	0
Other Local Authorities	85,500	85,500	89,500	96,050
Private Contractors	44	0	0	0
Recharges:				
Support Services	89,375	92,310	92,310	146,340
Total Expenditure	655,465	511,520	686,150	535,330
Income:				
Other Contributions & Donations	(51,731)	0	(126,590)	0
Fees & Charges	(1,627)	(1,000)	(1,000)	(1,000)
Recharge Income	(155,123)	(197,150)	(197,150)	(201,590)
Total Income	(208,482)	(198,150)	(324,740)	(202,590)
Net Cost of Service	446,984	313,370	361,410	332,740

Service Details:

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. **Other Contributions & Donations** - includes contributions to SADA and the No More Project.

Community Services

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 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Employee Costs:				
Direct Employee Expenses	148,993	105,020	151,470	110,320
Indirect Employee Expenses	3,551	1,750	1,750	1,830
Premises Related:				
Repairs & Maintenance Of Buildings	8,833	11,940	11,940	12,190
Energy Costs	7,515	6,370	7,590	8,950
Rents, Rates & Water Services	41,718	41,570	41,570	41,750
Fixtures & Fittings	1,401	1,520	1,520	1,520
Cleaning & Domestic Supplies	10	70	70	70
Premises Insurance	1,723	230	230	230
Transport Related:				
Fleet Vehicle Recharges	2,304	6,410	6,410	6,100
Hire of Vehicles	356	0	0	0
Travelling Expenses	5,024	3,920	3,920	5,450
Supplies & Services:				
Equipment, Tools & Materials	33,097	14,080	37,210	14,250
Catering	480	380	380	380
Clothing, Uniforms & Laundry	(46)	70	70	70
Printing, Stationery & General	3,653	4,940	4,940	4,970
Communications & Computing	4,777	5,470	5,470	5,020
Grants & Subscriptions	799	920	920	920
Miscellaneous Expenses	2,682	3,130	3,130	2,130
Third Party Payments:				
Contract Services	3,704	1,550	1,550	2,400
Private Contractors	96	1,600	1,600	1,600
Consultancy & Agency Fees	3,213	1,500	1,500	1,500
Recharges:				
Support Services	85,264	75,210	75,210	49,070
Capital Charges:				
	3,299	3,300	3,300	3,300
Total Expenditure	362,448	290,950	361,750	274,020
Income:				
Other Grants & Contributions	(40,494)	(1,110)	(27,160)	(1,110)
Fees & Charges	(7,987)	(5,570)	(5,570)	(5,570)
Total Income	(48,481)	(6,680)	(32,730)	(6,680)
Net Cost of Service	313,966	284,270	329,020	267,340

Service Details:

In 2018/19 the total number of visits in person was 17,751 of which 1,209 were school children in groups both at the museum and in school. Grants from the Heritage Lottery Fund and the Arts Council were received in 2018/19.

Community Services

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 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Premises Related:				
Repairs & Maintenance Of Buildings	24,360	40,130	40,130	41,140
Rents, Rates & Water Services	109,610	76,600	76,600	0
Supplies & Services:				
Grants & Subscriptions	224,510	197,830	195,630	157,830
Recharges:				
Support Services	23,974	24,960	58,070	164,870
Total Expenditure	382,454	339,520	370,430	363,840
Other Grants & Contributions	(30,000)	0	0	0
Customer & Client Receipts	(380)	0	0	0
Total Income	(30,380)	0	0	0
Net Cost of Service	352,074	339,520	370,430	363,840

Service Details:

Expenditure: Premises Related - is the cost of rent free accommodation given to voluntary bodies. The Rent In Kind for Swingate House has been removed from the 2020/21 budget as the building is due to be demolished during 2020/21. **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.

Housing Services

	Actual 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Summary of Expenditure				
20 Homelessness	540,127	746,740	1,119,370	449,580
21 Housing Advice	183,747	206,010	228,850	203,080
22 Housing Improvement Grants	861,094	0	0	0
23 Private Houses Rent Allowances	(19,030)	283,760	137,474	116,860
24 Rent Rebates Administration	173,997	170,710	316,996	289,810
25 Environmental Health - Health and Safety and Food Safety	496,943	583,760	558,740	555,190
Total Cost of Portfolio	2,236,878	1,990,980	2,361,430	1,614,520

Housing Services

Homelessness

GG110-GG112; GG130 - GG139; GV110

Service Description:

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

	Actual	Original	Working	Original
01	2018/19	Budget	Budget	Budget
	£	2019/20	2019/20	2020/21
		£	£	£
Expenditure				
Employee Costs:				
Direct Employee Expenses	433,682	307,030	418,040	499,310
Indirect Employee Expenses	38,298	1,520	1,520	1,520
Premises Related:				
Rents, Rates & Water Services	24,228	0	0	910
Premises Insurance	1,132	1,250	1,250	1,250
Transport Related:				
Travelling Expenses	9,233	3,200	3,200	7,750
Supplies & Services:				
Equipment, Tools & Materials	75	0	0	0
Communications & Computing	1,892	1,080	1,080	1,360
Grants & Subscriptions	71,023	97,000	78,250	78,250
Miscellaneous Expenses	38,527	2,740	196,840	92,740
Contributions to Provisions	10,000	10,000	10,000	10,000
Third Party Payments:				
Other Local Authorities	500	0	0	0
Private Contractors	25,376	0	0	0
Recharges:				
Support Services	307,478	356,100	356,100	387,140
Capital Charges:	14,289	14,290	14,290	14,290
Total Expenditure	975,734	794,210	1,080,570	1,094,520
Income:				
Appropriations	0	0	0	0
Government Grants	(375,524)	0	86,270	(591,010)
Customer & Client Receipts	(10,884)	(4,670)	(4,670)	(7,670)
Recharge Income	(49,200)	(42,800)	(42,800)	(46,260)
Total Income	(435,607)	(47,470)	38,800	(644,940)
Net Cost of Service	540,127	746,740	1,119,370	449,580

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 3.0 FTE's to 7.19 FTE's.

Grants & Subscriptions - Includes Homeless and Rough Sleepers Grants to source alternative types of accommodation to fluctuating numbers of homeless individuals and families.

Recharge Income - Reflects the element relating to housing advice provided by the homelessness team and recharged to the Housing Revenue Account and Strategic Housing advice service.

Housing Services

Housing Advice

GE110

Service Description:

Provision of housing advice and mediation services.

02	Actual 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Employee Costs:				
Direct Employee Expenses	133,434	124,260	165,350	133,500
Indirect Employee Expenses	1,350	500	500	540
Transport Related:				
Travelling Expenses	4,789	6,640	6,640	4,510
Supplies & Services:				
Printing, Stationery & General	905	750	750	750
Communications & Computing	2,842	2,530	2,530	2,290
Grants & Subscriptions	9,389	5,250	17,000	9,000
Miscellaneous Expenses	8,958	40,660	10,660	10,660
Third Party Payments:				
Private Contractors	352	0	0	0
Recharges:				
Support Services	103,608	84,550	84,550	98,880
Total Expenditure	265,627	265,140	287,980	260,130
Income:				
Fees & Charges	(20)	(7,420)	(7,420)	(7,420)
Recharge Income	(81,860)	(51,710)	(51,710)	(49,630)
Total Income	(81,880)	(59,130)	(59,130)	(57,050)
Net Cost of Service	183,747	206,010	228,850	203,080

Service Details:

Direct Employee Expenses - 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	Actual 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Capital Charges:	861,094	0	0	0
Total Expenditure	861,094	0	0	0
Net Cost of Service	861,094	0	0	0

Service Details:

Disabled Facilities Grants is now managed by Hertfordshire Homes Improvement Agency.

Private Houses Rent Allowance

GD110

Service Description:

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

04	Actual 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Transfer Payments:				
Rent Allowances	13,546,173	13,720,560	11,355,154	11,355,150
Recharges:				
Support Services	246,712	317,700	317,700	297,090
Total Expenditure	13,792,885	14,038,260	11,672,854	11,652,240
Income:				
Government Grants	(13,182,389)	(13,183,150)	(10,964,030)	(10,964,030)
Customer & Client Receipts	(629,526)	(571,350)	(571,350)	(571,350)
Total Income	(13,811,915)	(13,754,500)	(11,535,380)	(11,535,380)
Net Cost of Service	(19,030)	283,760	137,474	116,860

Service Details:

Payments are made periodically to either the tenant or the landlord by cheque or electronic bank transfer (BACS). Approximately 2,191 people were receiving rent allowance in March 2018 and caseload in March 2019 was 1,871 (a reduction of 320). The Council claims subsidy payments from the Department of Works and Pension (DWP) to fund the cost of benefits granted. **Customer & Client Receipts** - relate to the recovery of overpayments.

Rent Rebates Administration

GC110

Service Description:

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

05	Actual 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Supplies & Services:				
Printing, Stationery & General	21	0	0	0
Contributions to Provisions	92,401	114,200	114,200	114,200
Transfer Payments:				
Rent Allowances	17,930,784	18,159,680	15,821,816	15,821,820
Recharges:				
Support Services	495,816	602,540	602,540	565,530
Total Expenditure	18,519,022	18,876,420	16,538,556	16,501,550
Income:				
Government Grants	(17,698,818)	(18,076,950)	(15,672,230)	(15,662,410)
Customer & Client Receipts	(646,207)	(628,760)	(549,330)	(549,330)
Total Income	(18,345,025)	(18,705,710)	(16,221,560)	(16,211,740)
Net Cost of Service	173,997	170,710	316,996	289,810

Service Details:

As at March 2019, there were on average 3,686 people receiving help with their Council rent compared to 4,097 at March 2018, a decrease of 411. 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 reimbursement for expenditure paid out in benefits from the Department of Works and Pension (DWP). **Customer & Client Receipts** - relate to the recovery of overpayments.

Housing Services

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.

06	Actual 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Supplies & Services:				
Equipment, Tools & Materials	3,688	7,160	9,200	7,160
Clothing, Uniforms & Laundry	104	420	420	420
Miscellaneous Expenses	11,440	330	330	330
Third Party Payments:				
Consultancy & Agency Fees	2,119	5,280	4,170	4,280
Recharges:				
Support Services	531,107	587,620	587,620	576,370
Total Expenditure	548,458	600,810	601,740	588,560
Income:				
Fees & Charges	(49,904)	(17,050)	(43,000)	(33,370)
Other Grants & Contributions	(1,611)	0	0	0
Total Income	(51,515)	(17,050)	(43,000)	(33,370)
Net Cost of Service	496,943	583,760	558,740	555,190

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).

Environmental Services

	Actual 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Summary of Expenditure				
27 Abandoned Vehicles	34,512	15,100	15,100	10,010
28 Allotments	(23,925)	33,090	14,530	31,680
29 Cemeteries	165,207	181,880	164,280	157,390
30 Parks, Playing Fields & Open Spaces	2,600,045	2,676,060	2,705,430	2,594,450
31 Drainage	54,073	14,510	14,510	16,080
32 Environmental Maintenance	1,792,527	1,658,810	1,581,220	1,546,460
33 Local Highway Services	319,276	301,830	302,110	292,500
34 Christmas Illuminations	37,404	32,260	32,310	30,980
35 Recycled Waste	970,164	762,590	770,630	775,840
36 Refuse Services	933,641	818,040	881,480	929,770
37 Animal Control & Environmental Health Management	250,576	198,330	194,900	190,420
38 Green Travel Plan	31,713	11,130	29,240	27,750
39 Parking Facilities - Off Street	(324,040)	(2,151,050)	(2,082,340)	(2,177,270)
40 On Street Parking Enforcement	(29,234)	(50,270)	(104,660)	(109,340)
41 CCTV	215,553	228,120	228,120	235,370
42 Planning Policy	821,862	787,880	855,410	1,046,930
43 Town Centre Management	52,564	67,130	60,690	66,770
44 Regeneration	817,998	1,127,220	1,162,720	1,248,820
45 Development Control	(142,165)	11,330	2,020	(8,880)
46 Building Control	31,293	(33,760)	42,290	16,480
47 Engineers	0	(1,030)	18,460	0
48 Property & Design	25,417	(880)	(2,780)	0
49 Garages and Markets	0	0	0	0
50 Environmental Health	707	(24,330)	(18,040)	0
51 DSO Admin & Management	58,070	(2,930)	151,090	(56,310)
Total Cost of Portfolio	8,693,236	6,661,060	7,018,720	6,865,900

Environmental Services

Abandoned Vehicles

EP110

Service Description:

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

01	Actual 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Transport Related:				
Fleet Vehicle Recharges	2,714	8,210	8,210	7,830
Third Party Payments:				
Private Contractors	0	2,000	2,000	2,000
Recharges:				
Contract Services Recharge	27,678	1,080	1,080	1,180
Support Services	4,120	4,810	4,810	0
Total Expenditure	34,512	16,100	16,100	11,010
Income:				
Fees & Charges	0	(1,000)	(1,000)	(1,000)
Total Income	0	(1,000)	(1,000)	(1,000)
Net Cost of Service	34,512	15,100	15,100	10,010

Service Details:

Disposal of vehicles is carried out via a County-wide contract as part of the Hertfordshire Waste Partnership. In 2018/19, 34 vehicles were removed and from April 2019 to January 2020 the service removed 10 vehicles.

Environmental Services

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	Actual 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Premises Related:				
Repairs & Maintenance Of Buildings	1,107	1,100	1,100	1,100
Grounds Maintenance	1,920	1,980	1,980	1,980
Rents, Rates & Water Services	6,248	3,950	3,950	3,960
Supplies & Services:				
Printing, Stationery & General	245	0	0	0
Communications & Computing	0	0	0	2,000
Third Party Payments:				
Contract Services	9,360	18,350	18,350	24,590
Private Contractors	1,012	3,000	3,000	3,000
Recharges:				
Support Services	2,734	450	450	0
Contract Services Recharge	29,126	25,000	25,000	27,390
Capital Charges:	(47,349)	7,550	7,550	7,550
Total Expenditure	4,404	61,380	61,380	71,570
Income:				
Rental Income	(28,329)	(28,290)	(46,850)	(39,890)
Total Income	(28,329)	(28,290)	(46,850)	(39,890)
Net Cost of Service	(23,925)	33,090	14,530	31,680

Service Details:

There are currently 16 allotment sites throughout Stevenage. There are 954 plots, of various sizes, for residents of Stevenage to rent. In 2020/21 the annual cost of an allotment is £9.00 per rod (£0.36p per meter squared). A small plot (2.5rods/62.5 metres squared) costs £22.50 while the largest plots (10 rods/250 metres squared) costs £90.00. Currently 231 people are on the waiting list as at January 2020. The cost of administration for allotments will be carried out by the Council from the end of 2019/20 and this cost will be passed on to allotment holders.

Environmental Services

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	Original	Working	Original
	2018/19	Budget	Budget	Budget
	£	2019/20	2019/20	2020/21
		£	£	£
Expenditure				
Premises Related:				
Apportionment Of Operational Buildings	0	7,470	7,470	6,580
Repairs & Maintenance Of Buildings	15,468	28,800	28,300	28,680
Energy Costs	3,942	3,890	5,290	5,570
Rents, Rates & Water Services	6,392	6,720	6,720	8,150
Fixtures & Fittings	731	1,270	1,270	1,270
Premises Insurance	361	400	400	400
Transport Related:				
Fleet Vehicle Recharges	0	27,270	27,270	24,950
Supplies & Services:				
Equipment, Tools & Materials	9,188	9,260	9,260	9,420
Communications & Computing	1,189	1,400	1,400	1,250
Grants & Subscriptions	0	0	500	500
Third Party Payments:				
Contract Services	205,547	28,800	28,800	44,780
Private Contractors	0	260	260	260
Recharges:				
Support Services	40,292	29,100	29,100	18,100
Environmental Services	0	137,320	137,320	130,850
Contract Services Recharge	47,790	80,650	80,650	88,370
Capital Charges:				
	22,364	19,270	19,270	19,270
Total Expenditure	353,265	381,880	383,280	388,400
Income:				
Customer & Client Receipts	(188,057)	(200,000)	(219,000)	(231,010)
Total Income	(188,057)	(200,000)	(219,000)	(231,010)
Net Cost of Service	165,207	181,880	164,280	157,390
Service Details:				
Contract Services - These costs included grounds maintenance, provided by the Council's own Street Scene maintenance service in 2018/19.				
Recharges - the basis of allocating these costs has been reviewed, updated and reflected in the 2020/21 Original Budget.				

Environmental Services

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).

04	Actual	Original	Working	Original
	2018/19	Budget	Budget	Budget
	£	2019/20	2019/20	2020/21
		£	£	£
Expenditure				
Employee Costs:				
Direct Employee Expenses	0	23,500	24,680	25,840
Indirect Employee Expenses	0	0	0	100
Premises Related:				
Apportionment Of Operational Buildings	0	107,800	107,000	85,660
Repairs & Maintenance Of Buildings	77,690	113,620	116,690	115,030
Grounds Maintenance	2,367	0	0	0
Energy Costs	1,727	39,530	44,810	47,430
Rents, Rates & Water Services	14,121	15,910	15,910	16,010
Premises Insurance	12,067	13,310	13,310	13,310
Transport Related:				
Fleet Vehicle Recharges	0	446,940	438,940	427,600
Hire of Vehicles	0	4,000	4,000	4,000
Supplies & Services:				
Equipment, Tools & Materials	19,211	146,390	126,910	147,430
Printing, Stationery & General	3,894	3,940	3,940	4,010
Communications & Computing	154	1,630	1,630	1,450
Grants & Subscriptions	0	0	2,800	0
Miscellaneous Expenses	23,580	53,790	53,790	52,290
Third Party Payments:				
Contract Services	2,038,772	743,580	743,580	670,570
Private Contractors	87,053	86,600	100,850	80,100
Consultancy & Agency Fees	0	0	4,170	0
Recharges:				
Support Services	54,565	116,270	116,270	103,930
Environmental Services	0	1,698,530	1,697,230	1,700,860
Contract Services Recharge	273,513	503,890	524,930	547,360
Capital Charges:	562,488	539,120	539,120	539,120
Total Expenditure	3,171,203	4,658,350	4,680,560	4,582,100
Income:				
Other Grants & Contributions	(558,492)	(579,900)	(565,740)	(562,790)
Fees & Charges	(12,666)	(171,050)	(178,050)	(140,050)
Recharge Other	0	(1,231,340)	(1,231,340)	(1,284,810)
Total Income	(571,158)	(1,982,290)	(1,975,130)	(1,987,650)
Net Cost of Service	2,600,045	2,676,060	2,705,430	2,594,450

Service Details:

Repairs & Maintenance of Buildings - in 2020/21 the budget was increased to pay for equipment inspections and maintaining their standard.

Contract Services - the 2018/19 costs included grounds maintenance, provided by Stevenage Direct Services (SDS). **Miscellaneous Expenses** - £52,290 Original Budget for 2020/21 is an in year provision for tree root insurance costs. **Support Services** - the basis of allocating these costs has been reviewed along with a rationalisation of codes, this has been updated and reflected in the 2020/21 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.

Environmental Services

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 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Third Party Payments:				
Contract Services	24,288	0	0	0
Private Contractors	751	2,000	2,000	2,000
Recharges:				
Support Services	25,884	9,350	9,350	10,920
Capital Charges:				
Depreciation	3,150	3,160	3,160	3,160
Total Expenditure	54,073	14,510	14,510	16,080
Net Cost of Service	54,073	14,510	14,510	16,080
Service Details: Communal drains usually fall between privately owned drains (which are maintained by residents) and the main sewer adopted by Thames Water.				

Environmental Services

Environmental Maintenance	Environmental Maintenance; Town Centre General; Neighbourhood Centres; Conveniences			
ED110; ED120; ED130; 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 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Employee Costs:				
Direct Employee Expenses	0	26,500	216,150	26,500
Premises Related:				
Apportionment Of Operational Buildings	0	45,540	45,540	40,070
Repairs & Maintenance Of Buildings	12,650	24,630	24,630	24,980
Energy Costs	14,265	14,290	17,380	19,280
Grounds Maintenance	0	4,570	4,570	4,570
Rents, Rates & Water Services	13,315	15,590	15,590	15,730
Premises Insurance	4,162	4,470	4,470	4,470
Transport Related:				
Fleet Vehicle Recharges	3,922	115,060	115,060	106,560
Hire Of Vehicles	0	0	930	0
Travelling Expenses	0	0	0	1,710
Supplies & Services:				
Equipment, Tools & Materials	0	96,960	83,860	82,960
Communications & Computing	341	390	390	350
Grants & Subscriptions	0	13,660	24,410	20,660
Miscellaneous Expenses	39	14,650	7,000	0
Third Party Payments:				
Contract Services	1,255,925	482,800	473,200	469,490
Private Contractors	63,491	124,890	104,700	71,060
Consultancy & Agency Fees	4,783	4,500	24,100	14,100
Recharges:				
Support Services	186,865	159,120	159,120	136,800
Environmental Services	0	995,250	805,340	985,420
Contract Services Recharge	163,305	115,370	115,370	126,410
Capital Charges:	108,464	87,450	87,450	87,450
Total Expenditure	1,831,527	2,345,690	2,329,260	2,238,570
Income:				
Fees & Charges	(5,298)	(2,250)	(11,580)	(2,250)
Other Grants & Contributions	(33,701)	(6,390)	(58,220)	(16,390)
Recharge Other	0	(678,240)	(678,240)	(673,470)
Total Income	(39,000)	(686,880)	(748,040)	(692,110)
Net Cost of Service	1,792,527	1,658,810	1,581,220	1,546,460
Service Details:				
Contract Services - The costs in 2018/19 include grounds maintenance, provided by the Council's Stevenage Direct Services (SDS). Support Services - the basis of allocating these costs has been reviewed along with a rationalisation of codes, this has been updated and reflected in the 2020/21 Original Budget.				

Environmental Services

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	Original	Working	Original
	2018/19	Budget	Budget	Budget
	£	2019/20	2019/20	2020/21
		£	£	£
Expenditure				
Premises Related:				
Energy Costs	(2,462)	860	2,480	2,550
Grounds Maintenance	10,471	11,000	11,000	11,000
Transport Related:				
Fleet Vehicle Recharges	6,657	38,220	38,220	33,090
Third Party Payments:				
Contract Services	14,496	6,900	6,900	6,850
Private Contractors	87,049	48,500	96,690	48,500
Recharges:				
Support Services	146,182	120,040	120,040	114,200
Capital Charges:				
Depreciation	85,312	85,310	85,310	85,310
Total Expenditure	347,705	310,830	360,640	301,500
Income:				
Other Contributions & Donations	(20,273)	0	(53,280)	0
Customer & Client Receipts	(8,156)	(9,000)	(5,250)	(9,000)
Total Income	(28,430)	(9,000)	(58,530)	(9,000)
Net Cost of Service	319,276	301,830	302,110	292,500

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 2020/21 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.

08	Actual 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Premises Related:				
Energy Costs	0	440	490	550
Rents, Rates & Water Services	2,930	0	0	0
Supplies & Services:				
Equipment, Tools & Materials	4,004	6,000	6,000	6,000
Third Party Payments:				
Private Contractors	19,364	16,250	16,250	16,250
Recharges:				
Support Services	6,813	5,280	5,280	3,890
Capital Charges:				
Depreciation	4,293	4,290	4,290	4,290
Total Expenditure	37,404	32,260	32,310	30,980
Net Cost of Service	37,404	32,260	32,310	30,980

Environmental Services

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.

09	Actual	Original	Working	Original
	2018/19	Budget	Budget	Budget
	£	2019/20	2019/20	2020/21
		£	£	£
Expenditure				
Employee Costs:				
Direct Employee Expenses	0	89,580	181,970	89,580
Premises Related:				
Apportionment Of Operational Buildings	0	35,140	35,140	30,380
Transport Related:				
Fleet Vehicle Recharges	0	257,670	263,720	268,750
Hire Of Vehicles	0	1,000	20,000	1,000
Supplies & Services:				
Equipment, Tools & Materials	16,158	2,590	2,590	2,590
Printing, Stationery & General	2,184	2,010	2,010	2,040
Grants & Subscriptions	12,386	170	0	170
Miscellaneous Expenses	33,463	10,000	22,000	10,000
Third Party Payments:				
Contract Services	1,321,946	50,400	50,400	36,380
Recharges:				
Support Services	12,041	20,610	20,610	15,480
Environmental Services	0	643,380	553,590	661,380
Contract Services Recharge	50,749	129,300	139,820	141,670
Capital Charges:				
Depreciation	53,712	48,730	48,730	48,730
Total Expenditure	1,502,638	1,290,580	1,340,580	1,308,150
Income:				
Other Grants & Contributions	(1,980)	0	0	0
Fees & Charges	(530,495)	(527,990)	(569,950)	(532,310)
Total Income	(532,475)	(527,990)	(569,950)	(532,310)
Net Cost of Service	970,164	762,590	770,630	775,840

Service Details:

This cost centre has been reviewed and changes have been made as a result of the rationalisation of codes. **Miscellaneous Expenses** - The Original Budget 2020/21 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).

Environmental Services

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 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Employee Costs:				
Direct Employee Expenses	0	42,780	87,660	42,780
Premises Related:				
Apportionment Of Operational Buildings	0	28,870	30,070	21,770
Transport Related:				
Fleet Vehicle Recharges	0	249,700	274,700	289,490
Supplies & Services:				
Equipment, Tools & Materials	0	1,100	1,100	1,100
Printing, Stationery & General	1,978	2,010	2,010	2,040
Miscellaneous Expenses	2,208	0	0	0
Grants & Subscriptions	0	1,250	1,170	1,250
Third Party Payments:				
Contract Services	1,242,262	97,210	119,800	127,880
Private Contractors	1,175	0	0	0
Consultancy & Agency Fees	0	0	4,210	0
Recharges:				
Support Services	3,390	121,570	121,570	95,540
Environmental Services	0	451,200	406,320	463,830
Contract Services Recharge	21,923	103,720	114,240	135,460
Total Expenditure	1,272,935	1,099,410	1,162,850	1,181,140
Income:				
Other Contributions & Donations	(334,295)	(279,870)	(279,870)	(249,870)
Fees & Charges	(5,000)	(1,500)	(1,500)	(1,500)
Total Income	(339,295)	(281,370)	(281,370)	(251,370)
Net Cost of Service	933,641	818,040	881,480	929,770

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 2020/21 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.

Environmental Services

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	Original	Working	Original
	2018/19	Budget	Budget	Budget
	£	2019/20	2019/20	2020/21
		£	£	£
Expenditure				
Premises Related:				
Apportionment Of Operational Buildings	6,300	5,760	5,760	5,480
Supplies & Services:				
Equipment, Tools & Materials	2,024	1,240	1,220	1,240
Printing, Stationery & General	0	0	30	0
Third Party Payments:				
Private Contractors	51,415	65,090	60,000	65,090
Consultancy & Agency Fees	3,701	4,250	5,500	4,250
Recharges:				
Support Services	256,573	147,040	147,040	137,050
Capital Charges:	42,174	42,170	42,170	42,170
Total Expenditure	362,187	265,550	261,720	255,280
Income:				
Customer & Client Receipts	(2,409)	(3,200)	(2,800)	(2,950)
Recharge Income	(109,201)	(64,020)	(64,020)	(61,910)
Total Income	(111,611)	(67,220)	(66,820)	(64,860)
Net Cost of Service	250,576	198,330	194,900	190,420

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.

Environmental Services

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	Actual 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Premises Related:				
Energy Costs	1,341	1,200	1,200	1,360
Third Party Payments:				
Private Contractors	21,726	2,500	22,000	21,120
Recharges:				
Support Services	6,506	4,480	4,480	8,460
Capital Charges:				
	2,947	2,950	2,950	2,950
Total Expenditure	32,519	11,130	30,630	33,890
Income:				
Other Grants & Contributions	(807)	0	(1,390)	0
Recharge Income	0	0	0	(6,140)
Total Income	(807)	0	(1,390)	(6,140)
Net Cost of Service	31,713	11,130	29,240	27,750

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.

Environmental Services

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 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Employee Costs:				
Direct Employee Expenses	276,136	239,130	250,070	233,470
Indirect Employee Expenses	1,570	1,020	1,020	1,080
Premises Related:				
Repairs & Maintenance Of Buildings	124,821	115,710	117,560	116,010
Energy Costs	92,847	103,040	99,100	109,560
Rents, Rates & Water Services	769,732	791,530	791,530	805,450
Premises Insurance	18,864	20,760	20,760	20,760
Transport Related:				
Hire of Vehicles	3,800	0	3,360	3,360
Travelling Expenses	8,086	8,200	8,200	7,100
Supplies & Services:				
Printing, Stationery & General Equipment, Tools & Materials	163	0	50	0
Clothing, Uniforms & Laundry	30,714	53,420	53,360	54,170
Communications & Computing	287	1,250	1,250	1,250
Expenses & Allowances	34,075	33,420	33,420	31,670
Miscellaneous Expenses	0	0	10	0
Bank Charges	1,780	1,830	1,830	1,830
Third Party Payments:				
Contract Services	62,512	50,000	65,000	65,000
Private Contractors	87,237	205,050	205,050	207,780
Consultancy & Agency Fees	42,563	37,650	32,440	34,290
Recharges:				
Support Services	51,466	72,190	68,900	74,070
Capital Charges:				
Depreciation	201,830	191,700	191,700	154,050
Total Expenditure	3,895,698	2,172,320	2,191,030	2,167,320
Income:				
Fees & Charges - Off Street Pay & Display	(3,837,054)	(3,936,370)	(3,886,370)	(3,946,190)
Recharge Income	(382,685)	(387,000)	(387,000)	(398,400)
Total Income	(4,219,738)	(4,323,370)	(4,273,370)	(4,344,590)
Net Cost of Service	(324,040)	(2,151,050)	(2,082,340)	(2,177,270)

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). **Capital Charges** - the 2018/19 charge includes £1.8Million loss on revaluation.

Environmental Services

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 to prevent hazardous and obstructive parking, and prohibitions of verge and footway parking. Management of one Parking Permit Area and 510 permitted bays. These include 183 limited waiting bays with no charge, 168 pay and display bays in the Town Centre and in Coreys Mill Lane, 78 disabled parking bays, 4 car club bays, 58 loading bays, 16 taxi rank bays and 1 motorcycle bay. The service 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 provision of the on-street parking enforcement contract.

14	Actual 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Supplies & Services:				
Printing, Stationery & General	3,680	0	0	0
Equipment, Tools & Materials	34,794	4,000	4,000	4,000
Communications & Computing	1,443	0	350	0
Third Party Payments:				
Private Contractors	448,936	476,730	486,500	484,490
Consultancy & Agency Fees	3,285	0	3,650	0
Recharges:				
Support Services	139,042	158,060	158,060	169,400
Capital Charges:				
Depreciation	66,439	66,440	66,440	66,440
Total Expenditure	697,619	705,230	719,000	724,330
Income:				
Other Grants & Contributions	(18,532)	(12,600)	(29,490)	(20,000)
Fees & Charges - Off Street Pay & Display	(708,322)	(742,900)	(794,170)	(813,670)
Total Income	(726,854)	(755,500)	(823,660)	(833,670)
Net Cost of Service	(29,234)	(50,270)	(104,660)	(109,340)

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

Off Street and On Street Parking Surplus Account

Attributable to Services

EH110; EH150; EH170; EH140 & EH190

	Actual 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Surplus (excludes notional capital charges & internal income but includes Actual capital costs via MRP)				
Parking Off Street	(2,028,571)	(2,010,470)	(1,941,760)	(2,025,290)
Parking On Street	(95,673)	(116,710)	(171,100)	(175,780)
Add Actual capital (MRP costs)	23,140	23,140	23,140	23,140
Total Surplus	(2,101,104)	(2,104,040)	(2,089,720)	(2,177,930)
Expenditure (excludes notional capital charges but includes actual capital costs via MRP)				
Community Transport	158,254	141,920	131,030	148,820
Public Transport	31,713	11,130	29,240	27,750
Abandoned Vehicles	34,512	15,100	15,100	10,010
Highways Services	319,276	301,830	302,110	292,500
Environmental Maintenance	1,135,851	799,160	795,930	772,950
Town Centre	404,709	541,550	486,230	533,530
Drainage	40,338	7,630	7,630	8,110
Add Actual capital (MRP costs)	15,650	15,650	15,650	15,650
Use of Capital Reserve	512,220	432,660	595,350	128,000
Total Expenditure	2,652,522	2,266,630	2,378,270	1,937,320
Net Cost of Service (Surplus) / Deficit	551,418	162,590	288,550	(240,610)

Environmental Services

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 Hertsmere District Council.

15	Actual 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Premises Related:				
Energy Costs	9,032	11,270	11,270	12,740
Supplies & Services:				
Equipment, Tools & Materials	68,572	75,500	75,500	75,770
Third Party Payments:				
Private Contractors	96,260	105,690	105,690	107,340
Recharges:				
Support Services	19,508	13,480	13,480	17,340
Capital Charges:				
Depreciation	22,181	22,180	22,180	22,180
Total Expenditure	215,553	228,120	228,120	235,370
Net Cost of Service	215,553	228,120	228,120	235,370

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, rail transport policies and climate change.

16	Actual 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Employee Costs:				
Direct Employee Expenses	622,467	576,230	628,110	647,660
Indirect Employee Expenses	15,101	7,590	7,640	7,860
Premises Related:				
Rents, Rates & Water Services	686	30	30	30
Transport Related:				
Travelling Expenses	5,218	10,520	10,120	12,830
Supplies & Services:				
Equipment, Tools & Materials	9,986	0	0	1,530
Printing, Stationery & General	566	620	1,080	620
Communications & Computing	10,092	7,680	8,780	6,990
Expenses & Allowances	0	0	0	0
Grants & Subscriptions	10,374	13,420	14,420	13,420
Miscellaneous Expenses	12,781	35,820	49,510	29,560
Third Party Payments:				
Private Contractors	29,971	69,160	79,160	69,160
Consultancy & Agency Fees	4,250	10,000	0	10,000
Appropriations	0	0	0	0
Recharges:				
Support Services	119,126	79,900	79,900	273,310
Capital Charges:				
Depreciation	6,907	6,910	6,910	6,910
Total Expenditure	847,525	817,880	885,660	1,079,880
Income:				
Government Grants	(3,687)	(30,000)	(30,000)	(15,000)
Other Contributions & Donations	(20,975)	0	0	0
Fees & Charges	(1,000)	0	(250)	0
Recharge Income	0	0	0	(17,950)
Total Income	(25,662)	(30,000)	(30,250)	(32,950)
Net Cost of Service	821,862	787,880	855,410	1,046,930

Service Details:

Direct Employee Expenses - 13.27 FTE's staff in total, this includes a new Climate Change Manager post. 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.

Environmental Services

Town Centre Management

Town Centre Promotion

ET330

Service Description:

Promotion of town centre, environmental and social projects. The service is also involved in business support and partnership working with key stakeholders.

17	Actual 2018/19 £	Original 2019/20 £	Working 2019/20 £	Original 2020/21 £
Expenditure				
Employee Costs:				
Direct Employee Expenses	65,156	66,930	69,820	63,070
Indirect Employee Expenses	468	340	340	260
Premises Related:				
Energy Costs	2,341	2,190	2,550	2,810
Transport Related:				
Travelling Expenses	1,290	800	800	850
Supplies & Services:				
Equipment, Tools & Materials	0	0	0	2,800
Printing, Stationery & General	754	0	310	0
Communications & Computing	37	0	0	0
Grants & Subscriptions	1,250	1,200	1,200	1,200
Miscellaneous Expenses	590	10,610	610	610
Third Party Payments:				
Private Contractors	79,195	30,460	107,460	30,460
Recharges:				
Support Services	1,260	4,010	4,010	14,120
Total Expenditure	152,341	116,540	187,100	116,180
Income:				
Other Grants & Contributions	(22,330)	0	(77,000)	0
Fees & Charges	(77,447)	(49,410)	(49,410)	(49,410)
Total Income	(99,777)	(49,410)	(126,410)	(49,410)
Net Cost of Service	52,564	67,130	60,690	66,770
Service Details:				
1.0 FTE's staff in total.				

Environmental Services

Regeneration

Regeneration

ET310; ET311; ET312

Service Description:

Stevenage is delivering a 20 year, £1bn regeneration programme designed to transform the town and what it offers residents and visitors. A range of schemes have been launched working alongside Mace Group of Reef Estates. These will introduce new residential, leisure, commercial and retail facilities into Stevenage Town Centre, The UK's First New Town. Hertfordshire Local Enterprise Partnership (LEP) funding is supporting delivery of the regeneration plan.

17	Actual 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Employee Costs:				
Direct Employee Expenses	411,221	579,690	612,750	710,940
Indirect Employee Expenses	2,004	1,860	1,860	1,870
Premises Related:				
Energy Costs	0	0	9,000	0
Rents, Rates & Water Services	555	0	0	0
Fixtures & Fittings	9	0	0	0
Transport Related:				
Travelling Expenses	11,392	8,090	8,590	10,290
Supplies & Services:				
Equipment, Tools & Materials	498	0	90,000	0
Clothing, Uniforms & Laundry	146	0	0	0
Printing, Stationery & General	2,290	500	500	500
Communications & Computing	1,324	740	740	800
Expenses & Allowances	1,274	0	3,000	0
Grants & Subscriptions	14,203	1,240	1,240	1,240
Miscellaneous Expenses	308,578	29,430	77,960	29,430
Third Party Payments:				
Private Contractors	3,727	20,000	0	20,000
Consultancy & Agency Fees	274,548	436,610	385,000	374,570
Recharges:				
Support Services	153,569	124,580	124,580	260,180
Interest Payable:				
Interest	0	0	80,000	0
Total Expenditure	1,185,337	1,202,740	1,395,220	1,409,820
Income:				
Other Grants & Contributions	(280,812)	0	(61,000)	0
Fees & Charges	0	0	(20,000)	0
Recharge Income	(86,528)	(75,520)	(151,500)	(161,000)
Total Income	(367,339)	(75,520)	(232,500)	(161,000)
Net Cost of Service	817,998	1,127,220	1,162,720	1,248,820

Service Details:

Direct Employee Expenses - 10.5 FTE's staff in total. **Direct Employee Expenses** - the additional budget for 2020/21 includes additional posts to increase capacity of the team as more regeneration projects commence. Some of these costs will be charged to capital and there is an increase on the recharge income line to reflect this. **Miscellaneous Expenses** - in 2018/19 reserves were used to fund regeneration projects. **Third Party Payments** - Costs relate to surveys, legal, design and feasibility studies for the town centre. In the 2019/20 Budget members approved £400,000 for Regeneration.

Environmental Services

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 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Employee Costs:				
Direct Employee Expenses	218,385	274,070	286,920	281,300
Indirect Employee Expenses	4,318	1,020	1,870	980
Premises Related:				
Rents, Rates & Water Services	0	30	30	30
Transport Related:				
Travelling Expenses	3,588	3,280	3,980	5,050
Supplies & Services:				
Equipment, Tools & Materials	0	340	340	340
Printing, Stationery & General	1,668	1,710	1,710	1,740
Communications & Computing	6,901	4,560	4,560	4,490
Grants & Subscriptions	700	3,500	4,200	3,500
Miscellaneous Expenses	11,060	11,820	11,820	1,820
Third Party Payments:				
Contract Payments	0	0	25,590	0
Consultancy & Agency Fees	10,028	13,390	13,390	13,390
Recharges:				
Support Services	103,249	85,640	85,640	93,010
Total Expenditure	359,897	399,360	440,050	405,650
Income:				
Other Contributions & Donations	0	(5,200)	(5,200)	(5,200)
Customer & Client Receipts	(502,063)	(382,830)	(432,830)	(409,330)
Total Income	(502,063)	(388,030)	(438,030)	(414,530)
Net Cost of Service	(142,165)	11,330	2,020	(8,880)

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 2020/21 Original Budget.

Environmental Services

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 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Employee Costs:				
Indirect Employee Expenses	(449)	0	0	0
Transport Related:				
Travelling Expenses	60	0	0	0
Supplies & Services:				
Printing, Stationery & General	(20)	0	0	0
Communications & Computing	759	0	0	0
Third Party Payments:				
Private Contractors	13,723	55,500	45,070	41,260
Consultancy & Agency Fees	15,500	15,500	1,500	1,500
Recharges:				
Support Services	1,541	0	0	0
Total Expenditure	31,113	71,000	46,570	42,760
Income:				
Other Grants & Contributions	0	(99,410)	0	0
Customer & Client Receipts	179	(5,350)	0	(22,000)
Interest income	0	0	(4,280)	(4,280)
Total Income	179	(104,760)	(4,280)	(26,280)
Net Cost of Service	31,293	(33,760)	42,290	16,480

Service Details:

Hertfordshire Building Control Limited was set up in 2016/17 and provides the Building Control Service to the Council. **Other Grants and Contributions** - the 2019/20 budget assumed a loan repayment from Hertfordshire Building Control Ltd.

Environmental Services

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 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Employee Costs:				
Direct Employee Expenses	372,962	361,340	379,070	354,420
Indirect Employee Expenses	1,733	1,350	1,350	1,440
Premises Related:				
Rents, Rates & Water Services	6,006	2,000	2,000	2,000
Transport Related:				
Travelling Expenses	8,383	7,730	8,950	7,370
Supplies & Services:				
Equipment, Tools & Materials	824	1,500	330	1,700
Clothing, Uniforms & Laundry	212	400	570	400
Printing, Stationery & General	59	2,200	2,030	2,000
Communications & Computing	3,853	6,720	6,080	3,820
Grants & Subscriptions	267	0	0	0
Miscellaneous Expenses	2,528	2,530	2,880	2,530
Recharges:				
Support Services	99,491	88,580	88,580	75,770
Total Expenditure	496,318	474,350	491,840	451,450
Income:				
Other Grants & Contributions	(1,047)	(6,000)	(6,000)	(6,000)
Fees & Charges	(1,008)	(3,000)	(1,000)	0
Recharge Income	(494,263)	(466,380)	(466,380)	(445,450)
Total Income	(496,318)	(475,380)	(473,380)	(451,450)
Net Cost of Service	0	(1,030)	18,460	0
Service Details:				
Direct Employee Expenses - 7.0 FTE's staff in total.				

Environmental Services

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 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Employee Costs:				
Direct Employee Expenses	736,196	621,910	620,010	574,130
Indirect Employee Expenses	10,274	3,120	3,120	3,150
Premises Related:				
Rents, Rates & Water Services	4,148	0	0	0
Transport Related:				
Travelling Expenses	16,871	13,270	13,270	11,830
Supplies & Services:				
Equipment, Tools & Materials	0	0	0	0
Clothing, Uniforms & Laundry	0	100	100	100
Printing, Stationery & General	1,556	2,290	2,290	2,310
Communications & Computing	24,862	26,280	26,280	25,440
Grants & Subscriptions	4,044	6,000	6,000	6,000
Miscellaneous Expenses	3,550	3,650	3,650	3,650
Contributions to Provisions	25,417	0	0	0
Third Party Payments:				
Private Contractors	265,238	307,810	307,810	315,200
Recharges:				
Support Services	264,577	224,020	224,020	169,850
Capital Charges:	5,046	5,050	5,050	5,050
Total Expenditure	1,361,778	1,213,500	1,211,600	1,116,710
Income:				
Other Grants & Contributions	(51,908)	(134,220)	(134,220)	(134,220)
Fees & Charges	(3,097)	0	0	0
Recharge Income	(1,281,357)	(1,080,160)	(1,080,160)	(982,490)
Total Income	(1,336,361)	(1,214,380)	(1,214,380)	(1,116,710)
Net Cost of Service	25,417	(880)	(2,780)	0

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 have been split and have their own pages within the budget book.

22	Actual 2018/19 £	Original Budaet 2019/20 £	Working Budaet 2019/20 £	Original Budaet 2020/21 £
Expenditure				
Employee Costs:				
Direct Employee Expenses	211,362	0	0	0
Indirect Employee Expenses	1,924	0	0	0
Premises Related:				
Rents, Rates & Water Services	2,224	0	0	0
Transport Related:				
Travelling Expenses	4,310	0	0	0
Supplies & Services:				
Printing, Stationery & General	1,018	0	0	0
Communications & Computing	3,729	0	0	0
Miscellaneous Expenses	2,360	0	0	0
Third Party Payments:				
Private Contractors	88	0	0	0
Recharges:				
Support Services	67,699	0	0	0
Total Expenditure	294,714	0	0	0
Income:				
Fees & Charges	(1,375)	0	0	0
Recharge Income	(293,339)	0	0	0
Total Income	(294,714)	0	0	0
Net Cost of Service	0	0	0	0

Service Details:

Environmental Services

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	Actual 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Employee Costs:				
Direct Employee Expenses	650,608	638,370	646,420	640,340
Indirect Employee Expenses	11,845	6,060	6,060	6,210
Premises Related:				
Rents, Rates & Water Services	706	30	30	30
Transport Related:				
Travelling Expenses	26,926	26,070	25,990	25,270
Supplies & Services:				
Printing, Stationery & General	5,871	7,240	6,680	6,770
Communications & Computing	22,038	15,970	15,970	17,250
Expenses & Allowances	73	0	80	0
Grants & Subscriptions	3,322	4,700	3,500	3,500
Miscellaneous Expenses	4,372	4,260	4,260	4,260
Contributions to Provisions	707	0	0	0
Third Party Payments:				
Private Contractors	39,250	0	0	0
Consultancy & Agency Fees	11,327	5,000	5,000	5,000
Recharges:				
Support Services	223,944	197,020	197,020	182,330
Total Expenditure	1,000,990	904,720	911,010	890,960
Income:				
Other Grants & Contributions	(1,020)	0	0	0
Recharge Income	(999,263)	(929,050)	(929,050)	(890,960)
Total Income	(1,000,283)	(929,050)	(929,050)	(890,960)
Net Cost of Service	707	(24,330)	(18,040)	0

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).

Environmental Services

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	Actual 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Employee Costs:				
Direct Employee Expenses	1,163,565	1,093,690	1,289,660	1,093,390
Indirect Employee Expenses	12,913	6,700	7,090	7,170
Transport Related:				
Travelling Expenses	9,146	11,900	11,900	13,250
Supplies & Services:				
Equipment, Tools & Materials	1,763	0	30	0
Printing, Stationery & General	6,678	7,100	7,110	7,100
Communications & Computing	18,571	4,130	4,130	4,130
Expenses & Allowances	267	0	0	0
Grants & Subscriptions	237	0	0	0
Miscellaneous Expenses	8,916	7,300	7,650	7,300
Contributions to Provisions	58,000	0	0	0
Third Party Payments:				
Private Contractors	176	0	90	0
Consultancy & Agency Fees	9,943	0	660	0
Recharges:				
Support Services	207,407	190,430	190,430	257,470
Total Expenditure	1,497,582	1,321,250	1,518,750	1,389,810
Income:				
Other Grants & Contributions	0	0	(1,400)	0
Recharge Income	(1,439,512)	(1,324,180)	(1,366,260)	(1,446,120)
Total Income	(1,439,512)	(1,324,180)	(1,367,660)	(1,446,120)
Net Cost of Service	58,070	(2,930)	151,090	(56,310)
Service Details:				
Direct Employee Expenses - 21.12 FTE's staff in total.				

Local Community Budgets

	Actual 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Summary of Expenditure				
53 Local Community Budgets	100,800	100,800	100,800	100,800
Total Cost of Portfolio	100,800	100,800	100,800	100,800

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.

01	Actual 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Supplies & Services:				
Grants & Subscriptions	100,800	100,800	100,800	100,800
Total Expenditure	100,800	100,800	100,800	100,800
Net Cost of Service	100,800	100,800	100,800	100,800

Service Details:

Resources

	Actual 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Summary of Expenditure				
55 Commercial Properties	(572,157)	(2,139,180)	(2,268,220)	(2,199,280)
56 Garages	(2,475,501)	(2,321,850)	(2,391,650)	(2,504,670)
57 Council Tax	804,747	829,970	871,320	892,120
58 Non Domestic Rate (NDR)	9,664	(13,820)	(13,570)	(39,640)
59 Elections	215,252	242,020	242,020	214,310
60 Electoral Registration	156,091	141,400	129,300	151,450
61 Indoor Market	11,590	(28,810)	(28,710)	(78,820)
62 Hackney Carriages	(25,532)	17,010	12,890	6,580
63 Local Licensing	36,116	(8,170)	(20,650)	(21,710)
64 Local Land Charges	(22,312)	23,300	30,300	22,190
65 Miscellaneous Services	42,833	141,450	138,580	169,460
66 Corporate Projects	277,838	436,060	338,480	482,280
67 Investment Income and Expenditure	(3,362,800)	(155,080)	(278,030)	(145,060)
68 Movement on General Fund Balance	(2,800,206)	(1,474,140)	(1,764,330)	(1,125,090)
69 Corporate & Democratic Core	237,677	(43,630)	(38,250)	(49,360)
Total Cost of Portfolio	(7,466,698)	(4,353,470)	(5,040,520)	(4,225,240)

Resources

Commercial Properties

Commercial Property Investment Strategy; Commercial Shops; Town Square; The Plaza; Workshops and Miscellaneous Properties; Ridgmond 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.

01	Actual 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Premises Related:				
Repairs & Maintenance Of Buildings	113,681	101,830	138,280	103,150
Energy Costs	11,447	5,450	10,280	8,980
Rents, Rates & Water Services	(12,962)	281,460	245,780	424,800
Fixtures & Fittings	1,090	2,020	2,020	2,020
Premises Insurance	40,276	49,840	49,840	49,840
Supplies & Services:				
Equipment, Tools & Materials	0	2,930	0	0
Printing, Stationery & General	0	400	0	400
Communications & Computing	2,158	1,740	1,740	1,550
Miscellaneous Expenses	4,924	18,830	0	15,750
Contributions to Provisions	(30,524)	47,700	21,450	47,700
Third Party Payments:				
Contract Services	1,250	0	0	0
Private Contractors	302,940	297,640	307,840	308,790
Consultancy & Agency Fees	81,915	79,610	93,170	184,510
Appropriations	495,488	(3,150)	(258,150)	38,800
Recharges:				
Support Services	738,645	759,960	759,960	776,080
Interest Payable:				
Interest	446,881	975,300	446,880	640,240
Capital Charges:				
	1,844,862	517,640	424,640	377,740
Total Expenditure	4,042,072	3,139,200	2,243,730	2,980,350
Income:				
Other Contributions & Donations	(3,700)	(7,000)	(7,000)	(7,000)
Fees & Charges	(4,487,689)	(5,140,170)	(4,373,940)	(5,119,960)
Interest income	(12)	(200)	0	0
Recharge Income	(122,829)	(131,010)	(131,010)	(52,670)
Total Income	(4,614,229)	(5,278,380)	(4,511,950)	(5,179,630)
Net Cost of Service	(572,157)	(2,139,180)	(2,268,220)	(2,199,280)

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. **Capital Charges** - includes loss on revaluation of £1.4Million. **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.

Resources

Garages		Residential Garages		
GP120				
Service Description:				
Letting and management of the Council's residential garages portfolio.				
02	Actual 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Employee Costs:				
Direct Employee Expenses	3,575	211,330	140,100	116,100
Indirect Employee Expenses	188	760	910	1,400
Transport Related:				
Travelling Expenses	0	3,510	3,260	5,000
Premises Related:				
Repairs & Maintenance Of Buildings	0	3,000	2,850	3,000
Energy Costs	4,914	4,110	2,690	2,930
Rents, Rates & Water Services	0	1,610	1,610	1,470
Premises Insurance	(3,422)	9,560	9,560	9,560
Transport Related:				
Fleet Vehicle Recharges	5,977	7,790	7,790	7,480
Supplies & Services:				
Equipment, Tools & Materials	1,738	1,710	1,710	3,300
Printing, Stationery & General	915	1,100	1,100	1,110
Communications & Computing	11,302	12,420	13,480	10,270
Miscellaneous Expenses	3,692	12,560	8,560	2,560
Third Party Payments:				
Contract Services	62,082	101,240	101,240	100,730
Private Contractors	80,073	110,750	130,750	110,750
Consultancy & Agency Fees	604	3,000	3,000	3,000
Recharges:				
Support Services	318,134	221,820	221,820	238,710
Interest Payable:				
Interest	0	83,450	0	62,530
Capital Charges:				
	165,480	165,480	165,480	165,480
Total Expenditure	655,252	955,200	815,910	845,380
Income:				
Fees & Charges	(3,130,753)	(3,277,050)	(3,207,560)	(3,350,050)
Total Income	(3,130,753)	(3,277,050)	(3,207,560)	(3,350,050)
Net Cost of Service	(2,475,501)	(2,321,850)	(2,391,650)	(2,504,670)
Service Details:				
Direct Employee Expenses - 3.82 FTE's staff in total.				

Resources

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	Actual 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Supplies & Services: Printing, Stationery & General	1,880	1,930	1,930	1,970
Third Party Payments: Consultancy & Agency Fees	17,199	27,500	17,190	17,500
Recharges: Support Services	1,167,685	1,223,640	1,223,640	1,245,750
Total Expenditure	1,186,763	1,253,070	1,242,760	1,265,220
Income:				
Customer & Client Receipts	(272,140)	(318,750)	(268,750)	(268,750)
Government Grants	(109,876)	(104,350)	(102,690)	(104,350)
Total Income	(382,016)	(423,100)	(371,440)	(373,100)
Net Cost of Service	804,747	829,970	871,320	892,120

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)

04	Actual 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Supplies & Services:				
Grants & Subscriptions	32,985	0	4,480	0
Third Party Payments:				
Consultancy & Agency Fees	0	0	250	0
Recharges:				
Support Services	95,131	104,940	104,940	79,120
Total Expenditure	128,116	104,940	109,670	79,120
Income:				
Government Grants	(107,068)	(110,260)	(110,260)	(110,260)
Other Grants & Contributions	(7,012)	0	(4,480)	0
Customer & Client Receipts	(4,372)	(8,500)	(8,500)	(8,500)
Total Income	(118,451)	(118,760)	(123,240)	(118,760)
Net Cost of Service	9,664	(13,820)	(13,570)	(39,640)

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.

Resources

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 UK and European Parliament, Stevenage Borough Council, Hertfordshire County Council, the Police and Crime Commissioner and any UK referendum.				
05	Actual 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Employee Costs:				
Direct Employee Expenses	6,196	5,200	111,040	0
Indirect Employee Expenses	495	0	0	0
Premises Related:				
Rents, Rates & Water Services	6,949	6,480	13,690	6,480
Transport Related:				
Travelling Expenses	1,340	1,340	1,720	1,340
Supplies & Services:				
Equipment, Tools & Materials	0	0	270	0
Printing, Stationery & General	17,379	15,460	35,870	15,650
Communications & Computing	34,759	28,170	56,290	28,470
Third Party Payments:				
Consultancy & Agency Fees	36,561	36,200	0	36,200
Recharges:				
Support Services	156,510	146,380	146,380	123,380
Capital Charges:				
	2,790	2,790	2,790	2,790
Total Expenditure	262,979	242,020	368,050	214,310
Income:				
Government Grants	0	0	(126,030)	0
Other Contributions & Donations	(47,727)	0	0	0
Total Income	(47,727)	0	(126,030)	0
Net Cost of Service	215,252	242,020	242,020	214,310
Service Details:				
Expenditure - The scheduled elections being coordinated in 2020/21 are the Stevenage Borough Council Local Elections and the Police and Crime Commissioner elections. In 2019/20 there were 3 elections: Local election, European election and a General election, where income is received from central government to offset the costs.				

Resources

Electoral Registration

RB110 - RB111

Service Description:

These budgets include expenditure and income related to the maintenance and publication of the Register of Electors and all electoral related reviews.

06	Actual 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Employee Costs:				
Indirect Employee Expenses	1,715	0	30	0
Supplies & Services:				
Equipment, Tools & Materials	5,614	0	190	0
Printing, Stationery & General	19,916	12,630	17,530	12,780
Communications & Computing	45,774	29,080	39,820	30,750
Grants & Subscriptions	428	400	400	400
Third Party Payments:				
Consultancy & Agency Fees	17,100	14,000	14,000	14,000
Recharges:				
Support Services	96,891	86,790	86,790	95,020
Total Expenditure	187,437	142,900	158,760	152,950
Income:				
Other Income	(447)	0	0	0
Customer & Client Receipts	(1,469)	(1,500)	(1,500)	(1,500)
Government Grants	(29,430)	0	(27,960)	0
Total Income	(31,346)	(1,500)	(29,460)	(1,500)
Net Cost of Service	156,091	141,400	129,300	151,450

Service Details:

Consultancy & Agency Fees - includes the cost of canvassing the electorate to ensure the details held on the Register are complete and accurate. Due to the calling of the UK Parliamentary election which was held on 12th December 2019, the Register of Electors was published earlier than 1st December 2019. As at 8th November 2019 there were 65,475 people on the Electoral Register.

Resources

Indoor Market

RM110

Service Description:

Letting and management of the Council's Indoor Market.

07	Actual 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Employee Costs:				
Direct Employee Expenses	0	64,660	76,530	62,610
Indirect Employee Expenses	0	200	200	710
Transport Related:				
Travelling Expenses	0	1,540	1,540	1,710
Premises Related:				
Repairs & Maintenance Of Buildings	34,512	41,120	41,120	41,750
Energy Costs	61,228	67,570	68,290	73,830
Rents, Rates & Water Services	22,246	18,300	18,300	21,590
Cleaning & Domestic Supplies	30,826	32,090	32,090	32,610
Premises Insurance	3,854	4,250	4,250	4,250
Supplies & Services:				
Equipment, Tools & Materials	984	1,710	1,710	1,710
Printing, Stationery & General	197	790	790	800
Communications & Computing	739	2,060	2,060	1,740
Miscellaneous Expenses	9,080	12,780	12,780	780
Third Party Payments:				
Consultancy & Agency Fees	39,637	35,520	35,520	36,080
Contract Services	7,201	(31,370)	3,030	49,110
Recharges:				
Support Services	204,107	154,970	104,700	79,100
Total Expenditure	414,613	406,190	402,910	408,380
Income:				
Rental Income	(403,023)	(435,000)	(414,380)	(423,600)
Recharge Income	0	0	(17,240)	(63,600)
Total Income	(403,023)	(435,000)	(431,620)	(487,200)
Net Cost of Service	11,590	(28,810)	(28,710)	(78,820)
Service Details:	Direct Employee Expenses - 1.57 FTE's staff in total. Staff are now charged directly to the cost centre previously staff costs were recharged.			

Resources

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.

08	Actual 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Supplies & Services:				
Equipment, Tools & Materials	5,430	5,690	5,690	5,690
Miscellaneous Expenses	0	750	730	0
Printing, Stationery & General	0	0	20	0
Third Party Payments:				
Private Contractors	4,542	4,130	5,500	4,130
Consultancy & Agency Fees	42	1,200	0	1,200
Recharges:				
Support Services	98,028	141,780	141,780	132,850
Total Expenditure	108,042	153,550	153,720	143,870
Income:				
Customer & Client Receipts	(132,106)	(136,540)	(140,830)	(137,290)
Other Contributions & Donations	(1,468)	0	0	0
Total Income	(133,574)	(136,540)	(140,830)	(137,290)
Net Cost of Service	(25,532)	17,010	12,890	6,580

Service Details:

There are some 304 licensed drivers, along with 100 Hackney Carriage vehicles, and 178 Private Hire vehicles. There are 26 Private Hire operators registered with the Council. **Support Services** - includes Staffing and other related costs to the administration of this service.

Resources

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.

09	Actual	Original	Working	Original
	2018/19	Budget	Budget	Budget
	£	2019/20	2019/20	2020/21
		£	£	£
Expenditure				
Employee Costs:				
Direct Employee Expenses	66	0	0	0
Supplies & Services:				
Miscellaneous Expenses	(66)	250	0	0
Grants & Subscriptions	300	300	300	300
Bank Charges	(58)	300	2,000	2,000
Third Party Payments:				
Consultancy & Agency Fees	0	1,650	0	0
Recharges:				
Support Services	134,859	75,880	75,880	59,720
Total Expenditure	135,101	78,380	78,180	62,020
Income:				
Customer & Client Receipts	(98,985)	(86,550)	(98,830)	(83,730)
Total Income	(98,985)	(86,550)	(98,830)	(83,730)
Net Cost of Service	36,116	(8,170)	(20,650)	(21,710)

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), 153 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, 843 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.

Resources

Local Land Charges

RC110

Service Description:

This budget includes the expenditure and income related to the maintenance of the Local Land Charges Register, responding to official searches, assisting personal search agents to inspect the Local Land Charges Register, and replying to requests for certain information specified in the search form commonly referred to as CON 29.

10	Actual 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Supplies & Services:				
Printing, Stationery & General	0	100	100	100
Miscellaneous Expenses	13,161	5,500	12,500	12,500
Recharges:				
Support Services	44,514	79,500	79,500	73,190
Capital Charges:				
	(3,000)	0	0	0
Total Expenditure	54,675	85,100	92,100	85,790
Income:				
Customer & Client Receipts	(58,484)	(61,800)	(61,800)	(63,600)
Government Grants	(18,503)	0	0	0
Total Income	(76,987)	(61,800)	(61,800)	(63,600)
Net Cost of Service	(22,312)	23,300	30,300	22,190
Service Details:				

Resources

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	Actual 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Transport Related:				
Travelling Expenses	15	0	0	0
Premises Related:				
Grounds Maintenance	0	260	0	0
Supplies & Services:				
Printing, Stationery & General	0	0	0	0
Miscellaneous Expenses	7,230	28,210	46,210	28,210
Contributions to Provisions	(56,329)	43,540	22,670	43,540
Third Party Payments:				
Consultancy & Agency Fees	25,803	25,800	25,800	25,800
Recharges:				
Support Services	66,115	53,900	53,900	81,910
Total Expenditure	42,833	151,710	148,580	179,460
Income:				
Other Income	0	(10,000)	(10,000)	(10,000)
Customer & Client Receipts	0	(260)	0	0
Total Income	0	(10,260)	(10,000)	(10,000)
Net Cost of Service	42,833	141,450	138,580	169,460

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).

Resources

Corporate Projects

RR420

Service Description:

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

12	Actual 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Employee Costs:				
Direct Employee Expenses	56,991	50,630	7,920	(20,100)
Indirect Employee Expenses	633	170	170	80
Transport Related:				
Travelling Expenses	253	800	800	0
Supplies & Services:				
Communications & Computing	23	0	0	0
Grants & Subscriptions	10,000	0	0	0
Miscellaneous Expenses	54,184	294,800	265,930	297,900
Third Party Payments:				
Private Contractors	6,000	25,000	25,000	0
Consultancy & Agency Fees	1,975	33,000	7,000	20,000
Recharges:				
Support Services	147,778	42,330	42,330	195,070
Total Expenditure	277,838	446,730	349,150	492,950
Income:				
Appropriations	0	0	0	0
Recharge Other	0	(10,670)	(10,670)	(10,670)
Total Income	0	(10,670)	(10,670)	(10,670)
Net Cost of Service	277,838	436,060	338,480	482,280

Service Details:

Miscellaneous Expenses - these are used for spend on Strategic Priorities and to support the implementation of Financial Security options.

Consultancy & Agency Fees - are used to facilitate the delivery of other Corporate Projects.

Resources

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	Actual 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Supplies & Services:				
Miscellaneous Expenses	0	0	0	0
Interest:				
Interest Paid to HRA	404,665	368,200	396,560	303,270
Interest on Pension Scheme Liabilities	0	0	0	0
Interest on Borrowing & Notional Interest	0	43,190	(51,900)	43,190
Total Expenditure	404,665	411,390	344,660	346,460
Income:				
Other Income	(4,280)	0	0	0
Interest income	(585,017)	(566,470)	(622,690)	(491,520)
Interest on Pension Scheme Assets	0	0	0	0
FRS17 Actuarial gains / losses	0	0	0	0
Fees & Charges - Disposal of Assets	0	0	0	0
Recharge Income	(3,178,168)	0	0	0
Total Income	(3,767,465)	(566,470)	(622,690)	(491,520)
Net Cost of Service	(3,362,800)	(155,080)	(278,030)	(145,060)

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 2019/20 this is forecast to be 0.98%, and the projection for 2020/21 is 0.90%.

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	Actual 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Transfer to/ (from) Allocated Reserves	560,071	271,960	(48,190)	516,730
Transfer to/ (from) Pensions Reserve	3,275	0	0	0
NNDR Levy	264,660	0	0	0
Capital Charges:				
Repayment of Principal on borrowing (MRP)	290,913	252,140	263,950	169,420
Revenue Contribution to Capital	959,790	1,174,000	1,192,150	1,361,000
Use of Capital Grant	3,132,154	0	0	0
Other Capital Charges	(421,990)	(122,790)	(122,790)	(122,790)
Total Expenditure	4,788,872	1,575,310	1,285,120	1,924,360
Income:				
Reversal of Capital Charges-Depreciation	(3,222,385)	(3,049,450)	(3,049,450)	(3,049,450)
Reversal of Capital Charges-Impairment	(3,505,599)	0	0	0
Reversal of Capital Charges-Capital Expenditure Under statute	(861,094)	0	0	0
Total Income	(7,589,078)	(3,049,450)	(3,049,450)	(3,049,450)
Net Cost of Service	(2,800,206)	(1,474,140)	(1,764,330)	(1,125,090)

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. **Income** - these are all reversals of capital charges from elsewhere within the General Fund Revenue accounts.

Resources

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	Actual 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Employee Costs:				
Direct Employee Expenses	0	0	(8,320)	0
Indirect Employee Expenses	12,676	8,500	8,500	8,500
Supplies & Services:				
Printing, Stationery & General	6,219	6,400	6,400	6,500
Grants & Subscriptions	17,919	17,160	17,160	17,160
Bank Charges	173,531	189,240	174,240	184,240
Third Party Payments:				
Consultancy & Agency Fees	57,473	51,110	69,080	51,110
Recharges:				
Support Services	2,661,201	2,464,290	2,464,290	2,772,640
Contract Services Recharge	26,092	55,120	55,120	60,400
Interest:				
Interest Income	(151)	0	0	0
Total Expenditure	2,954,960	2,791,820	2,786,470	3,100,550
Income:				
Fees & Charges	(1,785)	(51,000)	(5,300)	(51,000)
Government Grants	(1,921,338)	(1,873,070)	(1,908,040)	(1,934,610)
Recharge Income	(794,160)	(911,380)	(911,380)	(1,164,300)
Total Income	(2,717,283)	(2,835,450)	(2,824,720)	(3,149,910)
Net Cost of Service	237,677	(43,630)	(38,250)	(49,360)

Service Details:

Consultancy & Agency Fees - include the cost of external audit and inspection, 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.

Resources - Support Services

	Actual 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Summary of Expenditure				
71 Daneshill House	(481)	2,380	29,380	(34,170)
72 Swingate House	0	(20,640)	(5,540)	16,380
73 Facilities Management	0	(5,000)	(5,000)	0
74 Corporate Management	0	24,870	4,170	(60,300)
75 Democratic Services	0	200	18,740	0
77 Chief Executives Unit, Policy & Communications	(61,176)	(150)	(6,310)	5,990
78 ICT	61,176	(163,440)	88,810	51,310
79 Human Resources & Organisational Development	158,645	32,670	137,290	104,990
80 Financial Services	(40,300)	35,970	182,570	76,730
81 Revenues, Benefits & Local Taxation	0	62,460	62,460	0
82 Customer Services	30	(150)	57,570	0
82 Customer Services				
Total Cost of Portfolio	117,893	(30,830)	564,140	160,930

Resources - Support Services

Daneshill House

SB110

Service Description:

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

01	Actual 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Premises Related:				
Repairs & Maintenance Of Buildings	98,655	58,750	103,750	59,350
Energy Costs	155,694	194,250	194,250	174,390
Rents, Rates & Water Services	283,890	279,110	279,110	264,730
Fixtures & Fittings	3,560	5,840	5,840	5,840
Cleaning & Domestic Supplies	2,320	6,270	6,270	6,270
Premises Insurance	20,129	24,210	24,210	24,210
Supplies & Services:				
Equipment, Tools & Materials	3,151	3,000	3,000	3,000
Catering	21,742	24,980	24,980	24,980
Communications & Computing	489	100	100	100
Third Party Payments:				
Contract Services	16,172	17,000	17,000	17,700
Recharges:				
Support Services	443,675	584,420	584,420	525,150
Capital Charges:	155,866	156,350	156,350	156,350
Total Expenditure	1,205,343	1,354,280	1,399,280	1,262,070
Income:				
Fees & Charges	(195,540)	(194,420)	(194,420)	(139,420)
Recharge Income	(1,010,284)	(1,157,480)	(1,175,480)	(1,156,820)
Total Income	(1,205,824)	(1,351,900)	(1,369,900)	(1,296,240)
Net Cost of Service	(481)	2,380	29,380	(34,170)

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.

Resources - Support Services

Swingate House

SD110

Service Description:

Swingate House was let to external tenants and a small area was used by the Council. Swingate House is due to be demolished as part of the Town Centre Regeneration .

02	Actual 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Premises Related:				
Repairs & Maintenance Of Buildings	23,280	1,750	1,750	1,750
Energy Costs	52,031	10,220	25,320	11,250
Rents, Rates & Water Services	2,939	53,100	53,100	42,190
Fixtures & Fittings	1,618	1,330	1,330	1,330
Premises Insurance	5,390	3,760	3,760	3,760
Supplies & Services:				
Catering	380	0	0	0
Communications & Computing	3,387	2,590	2,590	2,590
Third Party Payments:				
Contract Services	4,602	0	0	0
Appropriations	0	0	0	(62,870)
Recharges:				
Support Services	56,971	16,280	16,280	0
Capital Charges:	16,377	16,380	16,380	16,380
Total Expenditure	166,973	105,410	120,510	16,380
Income:				
Fees & Charges	(46,856)	0	0	0
Recharge Income	(120,118)	(126,050)	(126,050)	0
Total Income	(166,973)	(126,050)	(126,050)	0
Net Cost of Service	0	(20,640)	(5,540)	16,380

Service Details: Appropriations - this is funding from the Regeneration Assets Reserve to fund estimated costs until the building is demolished as part of the Regeneration programme.

Resources - Support Services

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 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Employee Costs:				
Direct Employee Expenses	302,515	291,810	291,810	274,270
Indirect Employee Expenses	3,807	1,690	1,690	1,800
Premises Related:				
Cleaning & Domestic Supplies	106,739	103,510	103,510	105,350
Transport Related:				
Fleet Vehicle Recharges	3,566	6,680	6,680	6,370
Travelling Expenses	4,946	5,600	5,600	4,270
Supplies & Services:				
Equipment, Tools & Materials	20,720	12,760	12,760	12,760
Clothing, Uniforms & Laundry	583	100	100	100
Printing, Stationery & General	44	600	600	600
Communications & Computing	90,648	100,560	100,560	99,760
Miscellaneous Expenses	10,013	3,040	3,040	3,040
Third Party Payments:				
Consultancy & Agency Fees	19,776	19,600	19,600	19,920
Recharges:				
Support Services	160,271	168,290	168,290	72,480
Total Expenditure	723,629	714,240	714,240	600,720
Income:				
Fees & Charges	(8,111)	(5,200)	(5,200)	(5,200)
Recharge income	(715,518)	(714,040)	(714,040)	(595,520)
Total Income	(723,629)	(719,240)	(719,240)	(600,720)
Net Cost of Service	0	(5,000)	(5,000)	0

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.

Resources - Support Services

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 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £	
Expenditure					
Employee Costs:					
Direct Employee Expenses	538,603	541,930	523,680	550,290	
Indirect Employee Expenses	76,506	17,150	17,150	17,210	
Premises Related:					
Rents, Rates & Water Services	628	1,110	860	1,040	
Transport Related:					
Travelling Expenses	9,704	7,010	7,010	7,340	
Supplies & Services:					
Equipment, Tools & Materials	3,475	1,000	1,000	1,000	
Printing, Stationery & General	308	500	500	500	
Communications & Computing	8,183	8,880	8,880	7,520	
Expenses & Allowances	7,779	6,150	6,150	6,150	
Grants & Subscriptions	3,550	4,070	4,070	4,070	
Miscellaneous Expenses	6,371	2,120	2,120	2,120	
Bank Charges	64	100	100	100	
Third Party Payments:					
Consultancy & Agency Fees	0	2,200	0	2,200	
Recharges:					
Support Services	199,357	226,970	226,970	98,980	
Total Expenditure	854,528	819,190	798,490	698,520	
Income:					
Fees & Charges	(158)	0	0	0	
Recharge income	(854,370)	(794,320)	(794,320)	(758,820)	
Total Income	(854,528)	(794,320)	(794,320)	(758,820)	
Net Cost of Service	0	24,870	4,170	(60,300)	
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.					

Resources - Support Services

Constitutional Services		Committee Support Costs; Electoral Registration; Members Support; Member Expenses; Scrutiny		
SE193; SE230; SE250; SM110; SM150				
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. Local land changes is also undertaken by this service.				
05	Actual 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Employee Costs:				
Direct Employee Expenses	530,110	510,650	523,440	512,510
Indirect Employee Expenses	5,186	3,140	4,840	3,350
Premises Related:				
Rents, Rates & Water Services	2,195	3,580	3,580	3,270
Transport Related:				
Travelling Expenses	64,071	56,580	56,580	60,000
Supplies & Services:				
Equipment, Tools & Materials	2,662	2,500	2,730	2,500
Printing, Stationery & General	9,947	6,880	8,630	6,980
Communications & Computing	42,612	47,540	46,860	42,590
Expenses & Allowances	470,321	475,830	475,370	486,570
Grants & Subscriptions	967	800	800	800
Miscellaneous Expenses	20,386	17,410	20,400	19,400
Bank Charges	96	0	0	0
Third Party Payments:				
Private Contractors	352	0	220	0
Consultancy & Agency Fees	48	0	0	0
Recharges:				
Support Services	155,558	177,400	177,400	212,660
Capital Charges:				
	34,125	0	0	0
Total Expenditure	1,338,636	1,302,310	1,320,850	1,350,630
Income:				
Other Grants & Contributions	(64)	0	0	0
Fees & Charges	(22)	0	0	0
Recharge Income	(1,338,550)	(1,302,110)	(1,302,110)	(1,350,630)
Total Income	(1,338,636)	(1,302,110)	(1,302,110)	(1,350,630)
Net Cost of Service	0	200	18,740	0
SERVICE DETAILS :				
Direct Employee Expenses - 11.9 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.				

Resources - Support Services

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 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Employee Costs:				
Indirect Employee Expenses	90	80	80	80
Premises Related:				
Rents, Rates & Water Services	6,826	12,820	12,820	11,490
Transport Related:				
Travelling Expenses	1,879	1,600	1,600	850
Supplies & Services:				
Communications & Computing	571	520	520	50
Grants & Subscriptions	9,993	0	0	0
Miscellaneous Expenses	3,719	300	300	300
Third Party Payments:				
Other Local Authorities - HCC	407,965	408,470	408,470	417,660
Consultancy & Agency Fees	288	0	0	0
Recharges:				
Support Services	7,675	42,660	42,660	50,700
Total Expenditure	439,006	466,450	466,450	481,130
Income:				
Fees & Charges	(24,436)	(25,000)	(25,000)	(25,000)
Recharge Income	(414,570)	(441,450)	(441,450)	(456,130)
Total Income	(439,006)	(466,450)	(466,450)	(481,130)
Net Cost of Service	0	0	0	0
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.				

Resources - Support Services

Corporate Services & Transformation

Corporate Policy and Business Support; Corporate Communications and Marketing

SE170; SE190

Service Description:

The Corporate Policy and Business Support Service is responsible for the development and management of the business planning, policy and governance framework for the authority. Functions include strategic planning and programme management; corporate policy development and research; strategic partnerships; performance management and business insight; governance and risk management. The Communications and Marketing Service is designed to help share messages and updates on the Council's work with key audiences including residents, businesses, developers and key partners and stakeholders. The work delivered by this team is external facing and also internally focused to inform staff of key activities. This includes social media management; producing the quarterly issue of the residents magazine, The Chronicle; local, regional, national and trade press media management; organising launch events; promotion of SBC's 140 service areas; overseeing the SBC brand and drafting award submissions.

07	Actual 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Employee Costs:				
Direct Employee Expenses	720,420	608,480	594,650	631,560
Indirect Employee Expenses	73,689	8,050	8,130	7,910
Premises Related:				
Rents, Rates & Water Services	1,535	1,420	1,420	1,340
Transport Related:				
Travelling Expenses	7,721	6,850	6,850	8,450
Supplies & Services:				
Equipment, Tools & Materials	882	800	710	800
Printing, Stationery & General	38,123	30,930	30,940	31,510
Communications & Computing	5,411	8,890	8,890	7,780
Expenses & Allowances	544	440	440	440
Grants & Subscriptions	1,655	10,310	1,560	1,560
Miscellaneous Expenses	20,753	22,160	18,040	81,310
Third Party Payments:				
Consultancy & Agency Fees	15,760	25,360	42,200	49,860
Recharges:				
Support Services	154,981	156,430	156,430	203,660
Capital Charges:	4,849	0	0	0
Total Expenditure	1,046,322	880,120	870,260	1,026,180
Income:				
Other Grants & Contributions	(2,100)	0	(5,050)	0
Recharge Income	(1,105,398)	(880,270)	(871,520)	(1,020,190)
Total Income	(1,107,498)	(880,270)	(876,570)	(1,020,190)
Net Cost of Service	(61,176)	(150)	(6,310)	5,990

Service Details:

Direct Employee Expenses - 11.4 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.

Resources - Support 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:				
IT is part of a shared service between Stevenage Borough Council (SBC) and East Hertfordshire District Council (EHDC) which is hosted by SBC. Other retained services include Business Improvement, GDPR, Digital and Print.				
08	Actual 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Employee Costs:				
Direct Employee Expenses	2,005,987	1,885,260	1,998,240	2,166,060
Indirect Employee Expenses	24,649	12,510	14,520	12,910
Premises Related:				
Rents, Rates & Water Services	126	0	0	0
Repairs & Maintenance Of Buildings	35	0	0	0
Transport Related:				
Travelling Expenses	35,752	40,490	42,110	38,240
Supplies & Services:				
Equipment, Tools & Materials	169,854	122,410	122,560	55,880
Printing, Stationery & General	51,351	26,390	26,410	15,730
Communications & Computing	1,385,100	1,677,940	1,847,170	1,942,670
Expenses & Allowances	151	150	150	150
Grants & Subscriptions	4,463	6,130	6,130	6,130
Miscellaneous Expenses	19,514	11,240	11,240	11,240
Bank Charges	32	0	0	0
Third Party Payments:				
Contract Services	39,580	0	0	0
Private Contractors	0	15,280	15,280	15,370
Consultancy & Agency Fees	136,047	22,500	213,500	690,500
Recharges:				
Support Services Recharge	361,810	555,440	555,440	622,730
Capital Charges:				
	164,095	190,360	190,360	190,360
Total Expenditure	4,398,545	4,566,100	5,043,110	5,767,970
Income:				
Other Income Stevenage Leisure Ltd	0	0	0	(1,390)
Other Grants & Contributions	(1,289,466)	(1,635,450)	(1,736,950)	(1,976,310)
Fees & Charges	(41,641)	(13,500)	(18,500)	(13,500)
Recharge income	(3,006,262)	(3,080,590)	(3,198,850)	(3,725,460)
Total Income	(4,337,369)	(4,729,540)	(4,954,300)	(5,716,660)
Net Cost of Service	61,176	(163,440)	88,810	51,310
Service Details:				
<p>Direct Employee Expenses - 36.5 FTE's staff in total. Communications & Computing - costs include Telephone, Printing and Software Licence costs. The 2020/21 budget includes approved growth bids. Recharge Income - this service is recharged on a user/usage and time apportionment basis across the Council's services. Contributions - income is received from East Herts District Council for their share of the IT service. The charging model was updated for 2019/20 and now includes an element of recharges.</p>				

Resources - Support Services

Human Resources & Organisational Development		Human Resources; Training & Development; Corporate Health & Safety; Graduate Trainees;		
SE330; SE331; SE340; SE350; SE355				
Service Description: Encompasses Learning and Development, Human Resources (HR) Business Partnering, HR Policy Development, Employee Resourcing, Health & Safety and Graduate Trainees.				
09	Actual 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Employee Costs:				
Direct Employee Expenses	915,785	762,480	846,740	784,150
Indirect Employee Expenses	292,611	152,520	161,660	152,720
Premises Related:				
Rents, Rates & Water Services	919	1,280	1,280	1,170
Transport Related:				
Travelling Expenses	23,177	20,560	20,600	14,230
Supplies & Services:				
Equipment, Tools & Materials	3,239	2,110	3,110	2,110
Printing, Stationery & General	6,181	6,010	6,040	6,040
Communications & Computing	15,134	17,260	28,890	25,780
Expenses & Allowances	359	0	0	0
Miscellaneous Expenses	24,207	53,780	43,780	53,780
Third Party Payments:				
Private Contractors	4,076	5,000	5,000	5,000
Consultancy & Agency Fees	76,442	61,770	61,770	61,770
Recharges:				
Support Services	221,796	227,430	227,430	249,350
Total Expenditure	1,583,925	1,310,200	1,406,300	1,356,100
Income:				
Government Grants	(36,000)	0	0	0
Fees & Charges	0	(10,050)	(1,530)	(1,500)
Recharge Income	(1,389,280)	(1,267,480)	(1,267,480)	(1,249,610)
Total Income	(1,425,280)	(1,277,530)	(1,269,010)	(1,251,110)
Net Cost of Service	158,645	32,670	137,290	104,990
Service Details: Direct Employee Expenses - 18.3 FTE's staff in total. Recharge Income - This service is recharged on a head count basis across the Council's services. The Net Cost of the service has reduced in 2020/21 compared to 2018/19 due to a restructure within the service.				

Resources - Support Services

Financial and Estates Services

Corporate Procurement & Finance Management Team;
Accountancy; Audit; Cashiers; Exchequer Creditors & Payroll;
Insurance; Security; Estates

SK220; SK260; 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 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Employee Costs:				
Direct Employee Expenses	1,976,516	2,004,100	2,334,040	2,146,920
Indirect Employee Expenses	21,193	21,810	20,620	21,230
Premises Related:				
Rents, Rates & Water Services	7,387	12,500	12,500	12,180
Transport Related:				
Travelling Expenses	36,139	33,070	33,070	37,880
Supplies & Services:				
Equipment, Tools & Materials	282	340	340	340
Printing, Stationery & General	7,078	7,840	7,840	7,880
Communications & Computing	21,861	25,020	25,020	18,200
Expenses & Allowances	485	350	350	350
Grants & Subscriptions	26,482	32,320	35,370	29,120
Miscellaneous Expenses	19,002	13,970	13,970	13,970
Contributions to Provisions	(40,300)	0	(131,440)	0
Third Party Payments:				
Other Local Authorities	205,000	213,630	213,630	218,440
Revenue & Benefits Contract Payment	0	0	0	0
Private Contractors	61,152	55,060	64,020	0
Consultancy & Agency Fees	30,474	2,400	65,800	61,040
Recharges:				
Support Services	727,507	906,540	906,540	1,546,010
Capital Charges:				
	1,781	1,780	1,780	1,780
Total Expenditure	3,102,036	3,330,730	3,603,450	4,115,340
Income:				
Appropriations	0	0	0	0
Other Grants & Contributions	(42,480)	(10,130)	(33,000)	(35,130)
Fees & Charges	(1,860)	0	(103,250)	(50,000)
Recharge Income	(3,097,996)	(3,284,630)	(3,284,630)	(3,953,480)
Total Income	(3,142,335)	(3,294,760)	(3,420,880)	(4,038,610)
Net Cost of Service	(40,300)	35,970	182,570	76,730

Service Details:

Direct Employee Expenses - 40.76 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.

Resources - Support 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
	2018/19 £	2019/20 £	2019/20 £	2020/21 £
Expenditure				
Premises Related:				
Rents, Rates & Water Services	1,015	0	0	0
Supplies & Services:				
Printing, Stationery & General	1,314	1,340	1,340	1,360
Communications & Computing	21,472	110	46,370	10
Third Party Payments:				
Other Local Authorities	0	0	0	(8,170)
Revenue & Benefits Contract Payment	1,650,748	1,910,810	1,910,810	1,920,230
Recharges:				
Support Services	264,509	269,620	269,620	237,580
Total Expenditure	1,939,059	2,181,880	2,228,140	2,151,010
Income:				
Government Grants	(138,372)	(80,000)	(126,260)	(80,000)
Recharge Income	(1,800,687)	(2,039,420)	(2,039,420)	(2,071,010)
Total Income	(1,939,059)	(2,119,420)	(2,165,680)	(2,151,010)
Net Cost of Service	0	62,460	62,460	0
Service Details:				
Revenue & Benefits Contract Payment - This is the contract payment to East Herts District Council for the shared Revenues and Benefits service which has been rebased during 2019/20.				

Customer Services & Customer Focus

SE370, 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 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Employee Costs:				
Direct Employee Expenses	1,007,649	1,013,610	1,053,260	1,074,080
Indirect Employee Expenses	12,930	9,110	9,790	9,580
Transport Related:				
Travelling Expenses	26,777	36,050	36,060	27,400
Supplies & Services:				
Equipment, Tools & Materials	13,652	2,200	19,500	2,200
Clothing, Uniforms & Laundry	925	1,000	1,000	1,000
Printing, Stationery & General	3,107	3,130	3,220	3,170
Communications & Computing	27,749	55,180	35,180	49,490
Grants & Subscriptions	6,660	0	10,000	0
Miscellaneous Expenses	13,432	16,280	16,270	16,280
Third Party Payments:				
Consultancy & Agency Fees	650	0	0	0
Recharges:				
Support Services	370,664	404,820	404,820	485,950
Total Expenditure	1,484,195	1,541,380	1,589,100	1,669,150
Income:				
Recharge Income	(1,484,165)	(1,541,530)	(1,531,530)	(1,669,150)
Total Income	(1,484,165)	(1,541,530)	(1,531,530)	(1,669,150)
Net Cost of Service	30	(150)	57,570	0

Service Details:

Direct Employee Expenses - 35.9 FTE's staff in total. **Communications** - The call centre has over 200,000 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 2019/20 the performance from customers closed on time was 94.94% and enquiries from our MP and Members closed on time was 91.13%. The number of complaints received from customers up until the end of December 2019 was 1007. The highest number of complaints received are in respect of Council Home Repairs and Gas and Compliance.

Stevenage Direct Services (SDS)

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 was transferred back to Housing (HRA) from 2019/20.

01	Actual 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Employee Costs:				
Direct Employee Expenses	4,758,343	4,331,720	3,992,980	4,394,870
Indirect Employee Expenses	73,644	37,700	51,190	39,280
Premises Related:				
Repairs & Maintenance Of Buildings	57,224	34,840	32,840	35,290
Grounds Maintenance	70,544	63,110	70,110	63,110
Energy Costs	82,180	48,270	54,440	57,080
Rents, Rates & Water Services	165,378	159,360	159,360	162,250
Fixtures & Fittings	2,243	3,400	3,400	3,400
Cleaning & Domestic Supplies	22,854	1,010	1,760	1,010
Apportionment Of Operational Buildings	335,947	80,700	80,700	93,660
Premises Insurance	7,174	7,900	7,900	7,900
Transport Related:				
Fleet Vehicle Recharges	1,710,726	447,060	479,710	432,780
Hire Of Vehicles	62,470	21,450	10,600	10,380
Travelling Expenses	14,452	12,000	12,800	10,250
Vehicle Insurance	93,140	83,750	78,400	71,650
Supplies & Services:				
Equipment, Tools & Materials	423,961	370,440	309,190	352,320
Catering	1,767	1,800	1,900	1,800
Clothing, Uniforms & Laundry	22,407	31,960	33,060	31,960
Printing, Stationery & General	2,348	1,300	1,980	1,300
Communications & Computing	48,271	24,910	24,910	23,660
Grants & Subscriptions	13,745	4,430	6,280	5,830
Miscellaneous Expenses	44,918	62,040	56,730	46,760
Third Party Payments:				
Contract Services	515,412	117,010	136,630	102,760
Private Contractors	475,241	409,190	435,800	416,150
Consultancy & Agency Fees	578,967	423,870	393,280	416,030
Recharges:				
Support Services	973,582	675,510	675,510	563,410
Environmental Services	4,466,006	1,082,280	1,029,420	1,017,750
Contract Services Recharge	735,950	242,430	242,430	243,780
Capital Charges:				
Capital Charges	489,753	412,930	412,930	412,930
Total Expenditure	16,248,643	9,192,370	8,796,240	9,019,350
Income:				
Other Contributions & Donations	(244,559)	(282,410)	(290,410)	(282,410)
Fees & Charges	(1,457,488)	(1,394,080)	(1,298,860)	(1,248,830)
Recharge Income	(14,546,596)	(7,545,520)	(7,209,580)	(7,485,850)
Total Income	(16,248,643)	(9,222,010)	(8,798,850)	(9,017,090)
Net Cost of Service	0	(29,640)	(2,610)	2,260

Service Details:

SDS employs some 127 members of staff as at December 2019, 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.

These cost centres are part of the coding rationalisation and fluctuations on individual lines are offset on "E" codes within Environmental Services.

Glossary

Expenditure Category	Expenditure Sub-Category	What the Category Relates to:
Employee Costs:	Direct Employee Expenses	Salaries, wages agency staff including any superannuation and national insurance.
	Indirect Employee Expenses	Training, staff adverts, employee related insurance.
Premises Related:	Repairs & Maintenance of Grounds Maintenance	Building maintenance and repairs. Maintenance of outdoor areas.
	Energy Costs	Gas and Electric costs.
	Rents, Rates & Water Services	Rents payable to third parties, business rates and water and sewerage charges.
	Fixture & Fittings	Fire and burglar alarm maintenance.
	Cleaning & Domestic Supplies	Cleaning supplies.
	Apportionment of Operational Buildings	Recharge of Council depot
	Premises Insurance	Premises insurance recharge including premium and contribution to provisions for estimated in year claims.
	Transport Related:	Fleet Vehicle Recharges
Hire of Vehicles		Hire of vehicles.
Travelling Expenses		Car Allowances and travel costs for officers and Members.
Supplies & Services:	Equipment, Tools & Materials	Purchase and maintenance of equipment and furniture.
	Catering	Purchase of catering supplies and vending machines
	Clothing, Uniforms & Laundry	Protective clothing and uniforms.
	Printing, Stationery & General	Stationery, books and magazines and printing.
	Communications & Computing	Software and hardware costs, licences and telephony associated expenditure.
	Expenses & Allowances	Member allowances, conference and short courses subsistence and travel costs.
	Grants & Subscriptions	Grants to voluntary bodies and subscriptions to public bodies.
	Miscellaneous Expenses	Provision for bad debts and other miscellaneous expenses including insurance recharges for public liability insurance.
	Bank Charges	Internet bank charges and other bank charges.
Third Party Payments:	Contract Services	Recharge from the DSO for providing cleansing, refuse, recycling and grounds maintenance related services.
	Other Local Authorities	Recharge from other Local Authorities for services.
	Private Contractors	Payments made to external contractors for services.
	Consultancy & Agency Fees	Payments made to consultants and agencies, e.g. commercial property rent negotiations, security firms.
Transfer Payments:	Rent Allowances	Cost of rent allowances paid to private tenants eligible for housing benefits.
	Rent Rebates	Cost of rent allowances paid to Council tenants eligible for housing benefits.
Recharges:	Administrative Buildings Recharge	Recharge of administration buildings.
	Support Services Recharge	Recharge from support services for services such as IT, HR, Accountancy and CSC.
	Environmental Services	Recharges from environmental services such as planning policy, building control.
	Community Services	Recharge from community services such as community
	Contract Services Recharge	Recharge in full from the Direct Services Organisation.
Capital Charges:	Interest	Interest paid on external debt.
	Leasing Charges	Annual lease charge for leased vehicles.
	Direct Revenue Financing	Contribution towards capital expenditure.
	Debt Management Expenses	Treasury management fees.
	Depreciation	This is a notional charge for the use of an asset, e.g. building over the life of the asset. This entry is reversed out so has no effect on the council tax payer.
	Impairment	This is a notional charge which is the charge for physical damage to an asset, e.g. fire damage to a building. This entry is reversed out so has no effect on the council tax payer.
Income:	Government Grants	Government Grants received in year, e.g. New Homes Bonus.
	Other Contributions & Donations	Contributions and donations from third parties, e.g. roundabout sponsorship.
	Customer & Client Receipts	Income from fees and charges, e.g. planning applications.
	Rental Income	Rental from garages and commercial properties
	Interest	Interest earned on investments.
	Recharge Income	This is the income from recharging staff and associated costs to service activities.

STEVENAGE BOROUGH COUNCIL

2020/21 GENERAL FUND SAVINGS APPROVED

			General Fund	Housing Revenue Account
Brief Description Of Saving	Impact of Saving	Timing	2020/21 £	2020/21 £
Efficiency Savings				
Release of event cleansing budget	Cleaning materials for conveniences and cleansing pop concert budgets not required.	April 2020	£15,000	£0
Centralisation of marketing and advertising budgets with a 15% reduction applied.	Requires more effective use of digital marketing channels. Under this approach the Communications and Marketing Team would co-ordinate marketing and advertising activity and prioritise future spend on behalf of the Council.	April 2020	£10,000	£0
Remodel the Executive Support Team and Members Services.	Rationalise posts in the Executive Support Team and Member Services based on opportunities following vacancies and retirements.	April 2020	£5,759	£2,837
Replace Centrex Telephone Lines Ageing, expensive technology used at Play Centres etc.	New phones would use our Mitel telephone system, so reliability in linked to IT infrastructure. 36 of the 90 lines have already been decommissioned.	April 2020	£9,900	£5,100
Reduction in one FTE in Shared Service (SBC 43%) post vacant	Caseload is reducing but the post levels are still high from real time information from the DWP/HMRC. Trial reduction in one FTE on retirement	April 2020	£8,170	£0
Total Efficiencies			£48,829	£7,937
Stop/Reduce Options				
Reduce the size of the Graduate Programme from 4 to 3 people per annum	Total annual budget per is £151,200 which funds four graduates. This option would reduce the number of graduates to three at any one time.	April 2020	£18,750	£0
Renegotiation of CAB contract	Advice Services Contract (currently with the CAB). Redesign a new contract specification to meet forthcoming welfare reform changes and re-procure Advice Services Contract at a reduced overall sum, but supplementing in-house advice and support. CAB have recently been awarded funding from central government to support welfare reforms.	April 2020	£40,000	£0
Total Stop/Reduce Options			£58,750	£0
Service Redesign and Process Changes				
Reconfiguration of Market & Garages Team	Review of current structure arrangements with a view to aligning certain garage processes with like activity from other business units e.g. letting and debt recovery processes.		£52,000	£0
Systemise back office processes at Cavendish Road using new technology and removal of paper systems (assumes redeployment for redundant roles)	Head count reduction. Efficiency realised from the automation of certain manual Operations work processes. Redeployment opportunity exists within the Stevenage Direct Services Business Unit for affected personnel.	April 2020	£20,000	£0
Reconfiguration of Refuse, street scene and grounds tier five management		May 2020	£57,136	£0
Reconfiguration of Out of Hours & Standby Arrangements	Calls will be routed via the CCTV as now (ICT calls currently not through CCTV) and then a script will be issued for services so call outs are minimised, excludes independent living and CCTV call outs.	April 2020	£23,803	£24,197

STEVENAGE BOROUGH COUNCIL

2020/21 GENERAL FUND SAVINGS APPROVED

Brief Description Of Saving	Impact of Saving	Timing	General Fund	Housing Revenue Account
			2020/21 £	2020/21 £
Reduce team - process review, internal post review , impacts of the compliance contract and staff self serve on reporting issues.	One member of staff has retired and the saving has effectively been achieved	Immediate	£15,000	£5,000
Review Reconciliation function and structure, (there are 5 currently in post)	The saving is based on a review of the function and adding two apprentice posts for succession planning, the savings have been generated from re-designing some work processes. Further efficiencies can be generated from digital and ICT improvements.	1 April 2020	£12,000	£4,000
Paperless committees - progressive plan to achieve committees which are digital by default. Detailed analysis of costs undertaken and clarity between EHDC costs and SBC	Require effective member engagement and joint working to deliver - cultural change, training, device management etc. Requires workstyle assessment in terms of devices (mobile or desktop in committee rooms) and review of the current BYOD policy for members / allowances	01 June 2020	£1,500	£500
Business Unit Review: Tier 5 and 6 savings from staff restructures	The transformation of the housing delivery service, incorporating the design principles agreed by Members and making efficiencies through the use of technology.	Immediate- tier 5 tier 6 April 2020	£39,854	-£18,770
Cease choice based lettings system contract - integrate into Northgate housing system	Northgate system now has additional functionality which can provide an integrated process which will allow customers to self serve from December 2019.	1 January 2020	£16,750	£8,250
Review play service-(vacancies allow the reconfiguration)	A business unit review of the play service has been undertaken with proposals to reconfigure staffing to minimise costs when play centres closed (£45K) and set up an on-line marketing offer versus paper print model. No reduction in service and an increase in operational hours	1 April 2020	£50,000	£0
Reduce establishment x 2 FTE's within Streets & Grounds Maintenance Service, can be removed through agency staff posts rather than permanent staff members	Predicated on service review delivery and efficiencies and productivity gains through route optimisation and improved working practices etc. Service standard will be maintained.	April 2020	£36,000	£4,000
Reduction 1FTE support post and use apprentice for grow your own model	The apprentice appointed 1 October 2019- March 2021.	October 2020	£13,215	£0
Total Service Redesign and Process Changes Option			£337,258	£27,176

Income Options

Cessation of Commercial Clinical Waste Service	Includes £56,000 of income which will not be achieved with cessation of the service. The commercial waste users will sign posted to other providers. Domestic clinical waste will be in with general domestic waste rounds.	April 2020	-£3,750	£0
Cessation of Keep Britain Tidy Membership	Membership providing reduced value and minimal impact following cessation.	April 2020	£4,500	£0
Cessation of SDS budget contribution to SLL to cover loss of fishing licence income at Fairlands Valley.	This payment has been paid to SLL for about 8 years as SLL no longer got the income from the licences or fishing tickets. This arrangement is historic.	April 2020	£4,500	£0
Increased income from HA adverts on Choice based Lettings (CBL)	Adverts are currently charged at £30 (2019/20) proposal to increase to £50 2020/21, £60 in 21/22 and £70 for 22/23	1 April 2020	£1,340	£660

STEVENAGE BOROUGH COUNCIL

2020/21 GENERAL FUND SAVINGS APPROVED

			General Fund	Housing Revenue Account
Brief Description Of Saving	Impact of Saving	Timing	2020/21 £	2020/21 £
Sell IOSH accredited training to other LAs	Existing Corporate Health and Safety Team to deliver training. Proposal would be trialled during 2020/21	1 April 2020	£999	£501
Increase in commercial income based on current lease renewals	This assumes that 90% of lease renewals are achievable (£54K not yet confirmed and in addition to the 2019/20 savings package). Rent renewals dramatically fall after 2020/21	1 April 2020	£58,300	£0
SLA with Queensway LLP	SLA agreed with Queensway to perform finance function	Immediate	£24,000	£0
SLA with Housing WOC	SLA included in WOC report to Council in May	Immediate	£15,000	£0
SLA with CCTV	Agreed by CCTV Board	Immediate	£11,000	£0
Sell services to Hertsmere Council	This will reduce the level of procurement available to SBC as the service also provides services to EHDC	January 2020	£15,000	£10,000
Additional income generation as a result of new 12 months contracts let for recycle processing.	The contract has been let (September 2019). For plastic, glass, aluminium and steel. Paper is not included as this is part of a Hertfordshire consortium. Income is predicated on market prices and fluctuations in volatile market.	April 2020	£75,000	£0
New income generation from new Cemetery service - Saturday burials and internments.	Based on eight internments in a financial year and premium charge applied.	January 2020	£8,010	£0
Review business concessions in place and estimate a reduction by 10% in year 1 and 20% in year 2 (implementation costs for new validators)	The saving is shown in advance of the work to rationalise and review the concessions for hotels and businesses. May lead to resistance from some users, to reduce concessions to a maximum of 25% for business/bulk users and 50% for those delivering a significant regeneration benefit to Stevenage Town Centre	1 April 2020	£10,000	£0
Increase budget for land rental and street hoarding	This is predicted income over and above the current budget	Immediate	£10,000	£0
Additional fees from Cory's Mill Lane income beyond Fees & Charges. (current tariff up to 2 hours £1.50 (increase 10pence-20pence) 3 hours £2.00 increase 20pence)	Still competitively priced, the Corey's Mill charges have not been increased since implemented. This would be a 10pence increase	January 2020	£21,600	£0
Review planning income in line with predicted demands, create an equalisation reserve with any balance over the £25K identified into a reserve with a cap level to be determined.	Always to provide a more considerate service balancing out peak and troughs	January 2020	£25,000	£0
Consider active marketing in relation to pavilions	Increase in footfall and community usage	April 2019	£3,000	£0
Introduce a compulsory charge for all staff with a car parking season ticket	Would require consultation with staff and the Unions. The scheme still needs to be finalised and will be in consultation with staff. Mechanism for payment would need to be determined e.g. taken at source. Any income exceeding the amount in year will be used to fund the workforce travel plan initiatives	July 2020	£18,817	£6,900
Fees and charges General Fund		January 2019	£117,490	£0
Total Income Option			£419,806	£18,061

STEVENAGE BOROUGH COUNCIL

2020/21 GENERAL FUND SAVINGS APPROVED

			General Fund	Housing Revenue Account
Brief Description Of Saving	Impact of Saving	Timing	2020/21 £	2020/21 £
Total Recommended for Approval in 2020/21 Budget			£864,644	£53,174
Summary				
Total Efficiency Savings			£48,829	£7,937
Total Stop/Reduce Options			£58,750	£0
Total Service Redesign and Process Changes Option			£337,258	£27,176
Total Income Option			£419,806	£18,061
Total Recommended for Approval in 2020/21 Budget			£864,644	£53,174

STEVENAGE BOROUGH COUNCIL 2020/21 GENERAL FUND GROWTH APPROVED

Brief Description Of Growth	Impact of Growth	Timing	General Fund	Housing Revenue Account
			2020/21 £	2020/21 £
Growth Options				
Digital Content Officer	Grade 4 Digital Content Officer - Growth Required to create and maintain website content	01 April 2020	£21,490	£10,780
Web accessibility testing and auditing	GDPR compliant testing and audit software	01 April 2020	£13,320	£6,680
Digital Projects Manager	Digital Projects Manager – Manage the development more digital solutions, new technology to deliver on-line services and innovate in the area. Committing to a permanent role now will secure resilience for the CTOC	01 April 2020	£16,380	£8,220
Digital Platform self book-in and scan additional "Kiosk" module licences	The Firmstep CRM product already procured comes with a customer self book-in module for front of house appointments (such as GP clinics use) and the ability for customers to self-scan in requested documents at a station in the reception area. This reduces staff invention and improves the customer experience, the growth bid is the on-going licence costs. This will contribute to delivering saving SD7	01 April 2020	£6,660	£3,340
New post to manage allotments	0.5 FTE for allotment coordinator role. SBC assuming responsibility for allotment function following cessation of volunteer arrangement. Net income £29K per year consider charging the cost on. To charge the cost of the post and software would mean an increase of 66% . A small allotment is 2.5 rods and the proposed increase in price would result in an annual charge per year of £36.16 (or 70p per week), an increase in 2021/22 of 28 pence per week on the current costs.	01 April 2020	£20,000	£0
New system to manage allotments	Licence fee for allotment management software. Requires £10k capital for initial procurement of system.	01 April 2020	£2,000	£0
Post required to project manage the climate change agenda item for the Council	This post is required to co-ordinate manage the climate change projects to ensure delivery. Based on grade 8 post. Costs include employers on-costs. Potential to use corporate graduates for funding.	01 April 2020	£36,435	£17,945
E car club pilot to be funded on-going	This contributes to the climate change agenda, with the use of electric cars	01 April 2020	£12,475	£6,145
Additional posts required to manage the SG1, client function for Queensway and progress capital projects such as MSCP, Hub and GD3 bids	Some posts to date have been part funded by business rate gains however this is not guaranteed and to attract the calibre of staff fixed term and temporary posts are recommended to be made permanent.	01 April 2020	£27,710	£3
Old Town Christmas lights	The old Town Business Partnership is no longer resourcing the costs of the lights switch on in the Old Town. If the switch on is to be continued in the future a growth bid is required	01 April 2020	£7,000	£0
Total Growth Options			£163,470	£53,113

STEVENAGE BOROUGH COUNCIL 2020/21 GENERAL FUND GROWTH APPROVED

Brief Description Of Growth	Impact of Growth	Timing	General Fund	Housing Revenue Account
			2020/21 £	2020/21 £
Service Pressures				
Additional ICT Staff	Approved as part of ICT Strategy- Additional ICT staffing resources as identified within the 2019/20 GF Budget Report. To cover cost of ICT PMO (Project Management Officer (Grade 8), Project Management and Business Engagement Officers 2 ftes (Grade 7), Security and Network Technicians 2ftes (Grade 8), Senior Systems Support Analysts (2 ftes) and ICT Service Desk Team Leader (Grade 5)). SBC share of costs shown	April 2020/21	£89,730	£44,200
Storage Support	To support Pure Flash Storage that was purchased in Q2 2019/20. Approved as part of ICT Strategy	April 2020/21	£6,430	£3,170
Microwave	Approved as part of ICT Strategy	April 2020/21	£3,350	£1,650
VMWare Licences	Approved as part of ICT Strategy	April 2020/21	£30,150	£14,850
Technology Advisory Partner £43k Cloud Operating System Model £63k Adoption and Change Management £130k Digital Strategy and Innovation £23K Microsoft Unified Support £75k	Approved as part of ICT Strategy	April 2020/21	£223,780	£110,220
WFM system licences	WFM system in situ, monthly contract obligation for ongoing use	April 2020/21	£2,660	£1,340
Telephony quality monitoring system licences	ongoing improvements for telephony service in CSC	April 2020/21	£2,660	£1,340
Web CMS licences, QA and forms	Additional costs associated with the website	April 2020/21	£13,990	£7,010
Total Service Pressures Options			£372,750	£183,780
Total Recommended for Approval in 2020/21 Budget			£536,220	£236,893
Summary				
Total Growth Options			£163,470	£53,113
Total Service Pressure Options			£372,750	£183,780
Total Recommended for Approval in 2020/21 Budget			£536,220	£236,893

2020/21 HOUSING REVENUE ACCOUNT (HRA) STATISTICS

HOUSING REVENUE ACCOUNT PROPERTIES

	Flats	1975	Stock as at 1 April 2019
	Houses	4690	
	Bungalows	211	
	Maisonettes	85	
	Sheltered Accommodation	882	
	Homeless Accommodation	127	
	Total Number of HRA Properties	7970	
	Open Market Acquisitions Apr-Dec '19	31	
	Buy Backs Apr-Dec '19	0	
	New Build Schemes	0	
	Demolished	0	
	Right to buys Apr-Dec '19	(28)	
		7973	Stock as at 31 December 2019
	Open Market Acquisitions/Buy Backs/New Builds	5	Estimated acquisitions Q4 19/20
	Low start shared ownership addresses (included above)	86	
	People Awaiting Council Homes	1976	As at 30 January 2020
	Number of Homes Made Decent	491	To 30 January 2020
	Target Homes to be Made Decent in 2019/20	750	Estimated total for 2019/20 as at 30th January 20

RIGHT TO BUY

	Flats /Maisonettes	6	
	Houses	22	
	Total sales	28	Actuals as at 31 Dec 2019
		35	Revised estimate for annual total

AVERAGE WEEKLY SOCIAL RENT FOR 2019/20 & 2020/21 (52 WEEK)

	2019/20		2020/21	
	Average Rent	Average Service Charge	Average Rent	Average Service Charge
	£	£	£	£
2 Bedroom House	96.28	0.01	98.78	0.01
3 Bedroom House	105.56	0.02	108.45	0.04
4 Bedroom House	116.37	0.01	119.27	0.01
5 Bedroom House	122.61	0.00	126.02	0.00
6 Bedroom House	130.70	0.00	134.23	0.00
Studio Flat	67.70	8.63	69.52	8.51
1 Bedroom Flat	79.77	8.53	82.04	8.52
2 Bedroom Flat	90.81	8.46	92.63	8.15
3 Bedroom Flat	98.20	12.42	100.85	9.07
1 Bedroom Bungalow	87.64	3.67	90.20	3.49
2 Bedroom Bungalow	100.44	1.78	103.24	1.74
3 Bedroom Bungalow	107.44	0.57	110.67	0.35
2 Bedroom Maisonette	86.76	10.59	89.10	9.87
3 Bedroom Maisonette	97.76	4.84	100.48	3.55

REPAIRS & MAINTENANCE 2019/20

	£	
Responsive Repairs	4,981,300	Estimated total for 2019/20
Planned Maintenance	2,300,310	Estimated total for 2019/20

	HOUSING REVENUE ACCOUNT SUMMARY			
	Actual	Original Budget	Working Budget	Original Budget
	2018/19	2019/20	2019/20	2020/21
	£	£	£	£
Summary of Expenditure				
Supervision and Management	11,096,857	9,382,920	9,644,030	9,177,690
Special Services	4,521,398	4,574,300	4,492,740	4,747,230
Rent, Rates, Taxes and Other Charges	571,623	485,450	488,410	465,290
Repairs and Maintenance ⁽¹⁾	5,197,562	6,226,170	6,328,150	7,501,970
Corporate and Democratic Costs	377,454	352,060	352,060	554,360
Contribution to the Bad Debt Provision	155,534	217,620	259,360	217,620
Total Expenditure	21,920,428	21,238,520	21,564,750	22,664,160
Summary of Income				
Rental Income:				
Dwelling Rents	(39,314,770)	(39,254,050)	(39,021,150)	(40,281,360)
Non Dwelling Rents	(88,707)	(110,490)	(86,930)	(90,430)
	(39,403,477)	(39,364,540)	(39,108,080)	(40,371,790)
Charges for Services & Facilities - Tenants	(1,987,671)	(2,104,430)	(2,090,790)	(2,237,800)
Leaseholder Service Charges	(1,043,762)	(940,810)	(854,840)	(967,280)
Contributions Towards Expenditure	(326,805)	(324,180)	(361,800)	(344,580)
Reimbursement of Costs	(342,130)	(358,010)	(338,510)	(345,540)
Recharge Income (GF & Capital)	(1,699,715)	(1,741,540)	(1,771,540)	(1,789,600)
Total Income	(44,803,560)	(44,833,510)	(44,525,560)	(46,056,590)
Depreciation	12,779,598	12,156,450	12,156,450	12,486,420
Impairment/Loss on Revaluation	0	0	0	0
Interest Payable	6,920,398	6,960,390	6,866,810	7,837,130
Interest Receivable	(404,665)	(392,460)	(424,930)	(347,750)
Net (Surplus)/Deficit For Year	(3,587,800)	(4,870,610)	(4,362,480)	(3,416,630)
Appropriations:				
Revenue Contribution to Capital Outlay	6,770,206	13,946,930	0	0
Self Financing Contribution To Provision	1,241,000	0	1,810,560	0
Pension Reversal	(1,610,801)	0	0	0
Transfer to Interest Rate Fluctuation Reserve	0	0	5,000,000	0
Housing Revenue Account Balance				
Net Expenditure/(Income) for Year	2,812,605	9,076,320	2,448,080	(3,416,630)
Balance B/Fwd 1 April	(24,114,664)	(21,302,059)	(21,302,059)	(18,853,979)
HRA Balance C/Fwd 31 March	(21,302,059)	(12,225,739)	(18,853,979)	(22,270,609)
SERVICE DETAILS:				
In 2012/13 the HRA became a self financing account and the housing subsidy system ceased. This change allows all future revenues to be available to be spent locally with the exception of the pooled element of Right to Buy sales.				
⁽¹⁾ Repairs and maintenance costs only. Management costs are included in the Supervision and Management line.				

HOUSING REVENUE ACCOUNT SUMMARY				
	Actual 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Summary of Net Expenditure				
Income	(39,123,904)	(39,032,270)	(38,798,820)	(40,095,480)
Tenancy Services	1,332,330	1,224,480	1,322,470	1,289,580
Income Maximisation	1,313,813	1,425,510	1,481,770	1,427,180
Anti-Social Behaviour	233,284	169,150	169,150	217,630
Customer Services	32,282	0	0	0
Resident Involvement	139,855	212,730	212,730	145,400
Home Ownership	361,334	338,590	360,370	237,580
Concessionary Gardens & Trees	58,644	51,000	51,000	47,000
Sheltered Schemes	1,730,642	1,493,420	1,537,630	1,658,070
Flats	(477,674)	(348,440)	(217,780)	(253,870)
Homelessness	(3,274)	280	(117,140)	(267,230)
Housing Development	212,566	329,190	368,390	259,830
Planned Repairs	1,732,102	1,583,730	1,776,500	2,579,820
Responsive Repairs	4,760,462	5,109,150	4,966,890	5,644,630
Gas Maintenance & Legionella	1,128,975	1,219,620	1,205,610	1,184,450
Environmental Repairs	0	234,300	60,700	152,660
Senior Management Team & Support	461,278	142,370	818,660	287,260
Central Administration Team	46,970	(18,030)	(36,700)	(89,000)
Information Technology	(0)	20,490	20,490	3,160
Business Improvement	(0)	0	0	0
Tenancy Services Divisional Support	(0)	0	0	0
Customer Services Divisional Support	0	(37,670)	(45,560)	167,670
Central Recharges	14,674,051	14,736,770	14,352,190	14,797,690
Net Operating Expenditure	6,515,733	6,567,930	6,441,880	7,489,380
Appropriations	7,984,966	13,947,030	6,810,660	0
Total Cost of Portfolio	3,114,436	9,369,330	2,741,090	(3,116,590)

INCOME				
HC110				
SERVICE DESCRIPTION:				
Income to the HRA is derived from various sources, the bulk of which is from dwelling rents. Other sources include non dwelling rents like leased property assets, charges for services and facilities provided to tenants, service charges on leasehold properties, grant for supporting people expenditure, commission on the collection of water charges.				
01	Actual	Original Budget	Working Budget	Original Budget
	2018/19	2019/20	2019/20	2020/21
	£	£	£	£
Income:				
Rental Income				
Dwelling Rents	(38,793,704)	(38,689,400)	(38,453,990)	(39,701,820)
Non-Dwelling Rents	(88,707)	(110,490)	(86,930)	(90,430)
Other Grants and Contributions				
Other Grants & Contributions	(65,216)	(36,500)	(40,550)	(36,500)
Supporting People Self Funded Charges	(554)	0	(840)	(40,000)
Water Charges Commission	0	0	0	0
Heating Charges to Tenants	(175,780)	(195,950)	(216,580)	(226,730)
Recharges:				
Support Services	57	70	70	0
TOTAL INCOME	(39,123,904)	(39,032,270)	(38,798,820)	(40,095,480)
SERVICE DETAILS:				
The rental income for 2020/21 reflects an increase, week commencing 1 April 2020 of 2.7% an average increase of £2.56 for social rents £4.17 for affordable rents and £3.16 for Low Start Shared Ownership homes per week. This has been calculated using the rent formula, CPI +1% in line with the governments rent policy, and a predicted 0.64% void rate. Supporting People grant and charges for 2020/21 shown here relates to HCC contribution for adults with learning disabilities.				
		SBC Social Rent	SBC Affordable Rent	
	1 Bed Property	£83.30	£130.43	
	2 Bed Property	£96.96	£165.50	
	3 Bed Property	£108.21	£191.49	
	4 Bed Property	£119.30	£229.60	

HOUSING REVENUE ACCOUNT				
TENANCY SERVICES		TENANCY SERVICES, ALLOCATIONS & HOUSING REGISTER		
HA111, HA112				
SERVICE DESCRIPTION:				
Management of 7,973 council homes as at 31 December 2019, with 86 in shared ownership, including the allocation and letting service using the choice based lettings system which enables Registered Providers to advertise their properties to residents in Stevenage.				
02	Actual	Original	Working	Original
	2018/19	Budget	Budget	Budget
	£	£	£	2020/21
				£
Expenditure				
Employee Costs:				
Direct Employee Expenses	680,125	627,710	602,350	708,760
Indirect Employee Expenses	10,361	5,380	5,380	5,720
Premises Related:				
Rents, Rates & Water Services	128,521	57,140	155,700	57,140
Premises Insurance	350	380	380	380
Transport Related:				
Travelling Expenses	18,672	16,960	16,820	15,370
Supplies & Services:				
Equipment, Tools & Materials	495	0	20	0
Printing, Stationery & General	4,404	1,250	1,390	720
Communications & Computing	28,673	30,160	30,160	24,380
Miscellaneous Expenses	47,453	66,000	92,120	61,000
Contributions to Bad Debt Provisions	33,490	0	0	0
Third Party Payments:				
Contract Services	16,107	28,670	30,170	22,670
Private Contractors	176	0	560	0
Consultancy & Agency Fees	38,034	58,100	58,100	49,850
Recharges:				
Support Services	675,390	668,760	668,760	705,370
Total Expenditure	1,682,250	1,560,510	1,661,910	1,651,360
Income:				
Other Income	0	0	(3,410)	0
Recharges:				
Recharge Income HRA	(304,440)	(292,380)	(292,380)	(314,780)
Recharge Income GF & Capital	(45,480)	(43,650)	(43,650)	(47,000)
Total Income	(349,920)	(336,030)	(339,440)	(361,780)
Net Cost of Service	1,332,330	1,224,480	1,322,470	1,289,580
SERVICE DETAILS:				
There were 1,976 applicants awaiting council homes at February 2020.				
Direct Employee Expenses - The 2020/21 budget is for 16.0 FTE within this service.				
Rents, Rates & Water Services - The Council Tax on empty properties has been moved to Supported Housing and Homelessness where the costs are incurred.				
Support Services - Recharges for support services include office accommodation, IT, customer services centre, legal, finance, tenancy divisional support.				
Recharge Income HRA - Staff time spent on managing Empty Homes is charged to Responsive Repairs.				
Recharge Income General Fund & Capital - Staff time managing the housing register is charged to the General Fund.				

HOUSING REVENUE ACCOUNT				
INCOME MAXIMISATION				
HA115				
SERVICE DESCRIPTION:				
The collection of rent and service charges and management of debt in respect of current and former tenants and leaseholders.				
03	Actual	Original	Working	Original
	2018/19	2019/20	2019/20	2020/21
	£	£	£	£
Expenditure				
Employee Costs:				
Direct Employee Expenses	496,257	612,360	630,110	631,660
Indirect Employee Expenses	9,478	5,930	7,080	6,000
Premises Related:				
Rents, Rates & Water Services	2,477	3,060	1,830	3,060
Transport Related:				
Travelling Expenses	10,816	8,360	8,360	8,000
Supplies & Services:				
Equipment, Tools & Materials	1,052	200	200	200
Printing, Stationery & General	31,144	19,200	19,200	19,200
Communications & Computing	48,179	35,450	35,450	45,430
Miscellaneous Expenses	89,657	50,770	48,120	50,770
Contributions to Provisions	155,534	217,620	259,360	217,620
Third Party Payments:				
Private Contractors	264	0	0	0
Consultancy & Agency Fees	69	1,500	1,000	1,500
Recharges:				
Support Services	483,165	483,300	483,300	456,260
Total Expenditure	1,328,093	1,437,750	1,494,010	1,439,700
Recharges:				
Recharge Income HRA	(2,280)	0	0	0
Recharge Income GF & Capital	(12,000)	(12,240)	(12,240)	(12,520)
Total Income	(14,280)	(12,240)	(12,240)	(12,520)
Net Cost of Service	1,313,813	1,425,510	1,481,770	1,427,180
SERVICE DETAILS:				
The rent collection rate for the general housing stock was 97.29% at the end of December 2019.				
Direct Employee Expenses - The 2020/21 budget is for 15.7 FTE within this service.				
Contributions to Provisions - The bad debt provision has been projected to allow for the potential effect of the impact of Welfare Reform on the level of rent arrears.				
Support Services - Recharges for support services include office accommodation, IT, customer services centre, finance, and tenancy divisional support.				
Recharge Income - The recharge for the production of leaseholder and General Fund garage statements is shown here.				

HOUSING REVENUE ACCOUNT				
ANTI SOCIAL BEHAVIOUR				
HA117, HA118				
SERVICE DESCRIPTION:				
This account shows the proportion of anti social behaviour costs relating to the HRA and it is mainly comprised of recharges from the General Fund, where the team is accounted for.				
04	Actual	Original	Working	Original
	2018/19	2019/20	2019/20	2020/21
	£	£	£	£
Expenditure				
Employee Costs:				
Direct Employee Expenses	32,740	0	0	0
Indirect Employee Expenses	3,285	0	0	0
Transport Related:				
Travelling Expenses	5,817	0	0	0
Supplies & Services:				
Equipment, Tools & Materials	282	0	0	0
Communications & Computing	3,276	0	0	1,350
Miscellaneous Expenses	40	0	0	0
Recharges:				
Support Services	279,723	197,150	197,150	224,280
Total Expenditure	325,163	197,150	197,150	225,630
Income:				
Other Grants & Contributions	(26,599)	(28,000)	(28,000)	(8,000)
Recharges:				
Recharge Income GF & Capital	(65,280)	0	0	0
Total Income	(91,879)	(28,000)	(28,000)	(8,000)
Net Cost of Service	233,284	169,150	169,150	217,630
SERVICE DETAILS:				
The anti social behaviour team is no longer provided from within the HRA. The majority of budgets have been moved to the General Fund and a recharge for HRA work has been included in the budgets.				

HOUSING REVENUE ACCOUNT				
CUSTOMER FOCUS				
HA220				
SERVICE DESCRIPTION:				
This service is no longer provided from within the HRA, but is recharged from the General Fund directly to services.				
05	Actual	Original	Working	Original
	2018/19	2019/20	2019/20	2020/21
	£	£	£	£
Expenditure				
Employee Costs:				
Indirect Employee Expenses	3,563	0	0	0
Transport Related:				
Travelling Expenses	4,568	0	0	0
Supplies & Services:				
Communications & Computing	1,223	0	0	0
Miscellaneous Expenses	(13)	0	0	0
Recharges:				
Support Services	248,701	0	0	0
Total Expenditure	258,042	0	0	0
Recharges:				
Recharge Income HRA	(129,710)	0	0	0
Recharge Income GF & Capital	(96,050)	0	0	0
Total Income	(225,760)	0	0	0
Net Cost of Service	32,282	0	0	0
SERVICE DETAILS:				
The HRA is no longer directly managing this service and receives a recharge from the General Fund for these activities.				

HOUSING REVENUE ACCOUNT				
RESIDENT INVOLVEMENT				
HA210, HA211				
SERVICE DESCRIPTION:				
This account represents the cost of empowering tenants and leaseholders, ensuring they are offered a wide range of ways to get involved in decision making regarding housing services. The team is now based in the General Fund and a recharge made to the HRA to recover the relevant costs.				
06	Actual	Original	Working	Original
	2018/19	2019/20	2019/20	2020/21
	£	£	£	£
Expenditure				
Employee Costs:				
Direct Employee Expenses	3,328	0	0	0
Indirect Employee Expenses	1,275	0	0	0
Supplies & Services:				
Communications & Computing	3,835	0	0	0
Contributions To Provisions	(2,747)	0	0	0
Recharges:				
Support Services	134,164	212,730	212,730	145,400
Total Expenditure	139,855	212,730	212,730	145,400
Net Cost of Service	139,855	212,730	212,730	145,400
SERVICE DETAILS:				
The HRA is no longer directly managing this service and receives a recharge from the General Fund for these activity costs.				

HOUSING REVENUE ACCOUNT				
HOME OWNERSHIP				
HA114				
SERVICE DESCRIPTION:				
The management of services to leaseholders including billing and consultation on charges. The service also carries out the administration of Right to Buy enquiries and sales.				
07	Actual	Original	Working	Original
	2018/19	2019/20	2019/20	2020/21
	£	£	£	£
Expenditure				
Employee Costs:				
Direct Employee Expenses	278,564	260,120	251,510	210,200
Indirect Employee Expenses	4,524	2,440	2,440	2,190
Transport Related:				
Travelling Expenses	4,941	5,820	5,820	5,290
Supplies & Services:				
Printing, Stationery & General	446	3,670	3,670	3,670
Communications & Computing	16,125	10,620	10,620	11,050
Miscellaneous Expenses	5,896	7,840	7,790	7,840
Third Party Payments:				
Private Contractors	4,200	9,000	9,050	9,000
Consultancy & Agency Fees	8,163	3,500	28,500	3,500
Recharges:				
Support Services	129,388	147,360	147,360	78,170
Total Expenditure	452,248	450,370	466,760	330,910
Income:				
Fees & Charges	(55,034)	(65,000)	(59,610)	(45,500)
Recharges:				
Recharge Income HRA	(35,880)	(46,780)	(46,780)	(47,830)
Total Income	(90,914)	(111,780)	(106,390)	(93,330)
Net Cost of Service	361,334	338,590	360,370	237,580
SERVICE DETAILS:				
Direct Employee Expenses - The 2020/21 budget has 5.5 FTEs within the service. This includes a Major Works Officer post to offer s20 services to Leaseholders.				
Support Services - Recharges for support services include office accommodation, IT, personnel and finance.				
Fees & Charges - This reflects the Government specified right to buy sale administration allowance of £1,300 per unit for right to buy sales.				

	HOUSING REVENUE ACCOUNT			
CONCESSIONARY GARDENS & TREES				
HD110				
SERVICE DESCRIPTION:				
This service provides assistance, in exceptional circumstances, to vulnerable tenants with garden maintenance issues.				
08		Original Budget	Working Budget	Original Budget
	Actual	2019/20	2019/20	2020/21
	2018/19	2019/20	2019/20	2020/21
	£	£	£	£
Expenditure				
Premises Related:				
Routine Maintenance	2,048	0	0	0
Grounds Maintenance	57,168	51,000	51,000	47,000
Recharges:				
Support Services	205	0	0	0
Total Expenditure	59,421	51,000	51,000	47,000
Income:				
Other Income	(777)	0	0	0
Net Cost of Service	58,644	51,000	51,000	47,000
SERVICE DETAILS:				
Grounds Maintenance - This account now includes a single recharge budget for the actual costs of the work.				

HOUSING REVENUE ACCOUNT				
SUPPORTED HOUSING				
HG****				
SERVICE DESCRIPTION:				
This team provides housing support to approximately 1,600 people living in Council sheltered and flexi care schemes, through community support and Careline alarm services. Sheltered schemes provide additional services to support tenants to live independently and for which a charge is made. Communal costs are also subject to a separate service charge, such as cleaning of shared areas.				
09	Actual	Original	Working	Original
	2018/19	2019/20	2019/20	2020/21
	£	£	£	£
Expenditure				
Employee Costs:				
Direct Employee Expenses	1,317,088	1,327,140	1,300,500	1,400,650
Indirect Employee Expenses	24,943	16,400	16,640	16,290
Premises Related:				
Repairs & Maintenance of Buildings	168,276	187,100	187,100	183,030
Energy Costs	244,669	270,310	270,310	275,660
Rents, Rates & Water Services	48,982	38,990	38,990	41,930
Cleaning & Domestic Supplies	14,280	20,220	20,220	20,800
Premises Insurance	10,241	10,790	10,790	10,790
Transport Related:				
Travelling Expenses	42,671	31,880	36,880	37,280
Supplies & Services:				
Equipment, Tools & Materials	3,993	22,320	25,450	22,320
Clothing, Uniforms & Laundry	801	2,330	2,330	2,330
Printing, Stationery & General	446	0	500	0
Communications & Computing	41,185	36,990	36,990	32,940
Expenses & Allowances	28	50	120	50
Miscellaneous Expenses	95,220	40,660	35,620	295,320
Third Party Payments:				
Contract Services	7,029	0	5,000	5,000
Other Local Authorities	41,701	60,540	60,540	60,540
Private Contractors	572	880	880	880
Recharges:				
Support Services	495,258	429,500	434,500	324,300
Total Expenditure	2,557,385	2,496,100	2,483,360	2,730,110
Income:				
Supporting People Grant	(45,467)	(85,290)	(49,100)	(49,100)
Fees & Charges	(776,187)	(897,840)	(870,140)	(1,003,390)
Other Grants & Contributions	(5,088)	0	(6,940)	0
Recharges:				
Recharge Income GF & Capital	0	(19,550)	(19,550)	(19,550)
Total Income	(826,743)	(1,002,680)	(945,730)	(1,072,040)
Net Cost of Service	1,730,642	1,493,420	1,537,630	1,658,070
SERVICE DETAILS:				
Direct Employee Expenses - The 2020/21 budget is for 36.7 FTEs within this service, most of which are scheme based with some mobile support.				
Rents, Rates & Water Services - This now includes Council Tax on empty properties to reflect where the costs are incurred.				
Supporting People Grant - The grant has been moved to Supported Housing from Income to more accurately reflect the income for the service. It is anticipated that this will reduce in 2020/21.				
Support Services - Recharges for support services include office accommodation, IT, customer services centre and finance. An exceptional budget for decanting costs has been removed from the miscellaneous expenses line and the budget has been returned to normal operational requirements.				
Fees and Charges - Income includes service charges such as electricity and gas, care lines and communal repairs.				

HOUSING REVENUE ACCOUNT				
FLATS		FLATS AND CARETAKING		
HJ***				
SERVICE DESCRIPTION:				
This service manages 2,706 flats and 1,391 leaseholder properties (as at February 2020), the latter have been bought from the Council under the Right to Buy scheme and are now privately owned. The leaseholders and tenants pay a service charge for their share of the costs of services received such as caretaking, window cleaning, repairs and maintenance of communal areas. The frequency of caretaking visits are dependant on the needs of each block.				
10	Actual	Original	Working	Original
	2018/19	Budget	Budget	Budget
	£	2019/20	2019/20	2020/21
		£	£	£
Expenditure				
Employee Costs:				
Direct Employee Expenses	0	376,490	374,870	397,540
Indirect Employee Expenses	1,391	5,580	5,580	5,640
Premises Related:				
Repairs & Maintenance of Buildings	316,417	327,050	327,050	335,510
Grounds Maintenance	0	2,370	2,370	2,370
Energy Costs	227,363	259,860	259,860	261,570
Rents, Rates & Water Services	15	750	750	750
Cleaning & Domestic Supplies	1,808	21,470	21,470	22,130
Premises Insurance	143,222	169,040	169,040	152,010
Transport Related:				
Fleet Vehicle Recharges	0	29,860	29,860	28,720
Travelling Expenses	0	1,930	1,930	3,640
Supplies & Services:				
Equipment, Tools & Materials	3,351	14,030	14,030	14,030
Clothing, Uniforms & Laundry	0	3,000	3,000	3,000
Printing, Stationery & General	0	0	0	0
Communications & Computing	6,397	8,170	8,170	7,140
Grants & Subscriptions	0	1,000	1,000	1,000
Miscellaneous Expenses	25,369	22,200	31,440	22,200
Third Party Payments:				
Contract Services	620,869	6,540	7,300	38,580
Recharges:				
Support Services	12,168	160,550	160,550	227,960
Total Expenditure	1,358,370	1,409,890	1,418,270	1,523,790
Income:				
Service Charges - Tenants	(785,093)	(788,570)	(773,270)	(788,080)
Service Charges - Leaseholders	(1,043,762)	(940,810)	(854,840)	(967,280)
Fees & Charges	(5,800)	(14,840)	(7,940)	(8,190)
Other Income	(60)	(14,110)	0	(14,110)
Recharges:				
Recharge Income GF & Capital	(1,330)	0	0	0
Total Income	(1,836,044)	(1,758,330)	(1,636,050)	(1,777,660)
Net Cost of Service	(477,674)	(348,440)	(217,780)	(253,870)
SERVICE DETAILS:				
Direct Employee Expenses - The 2020/21 budget is for 15.12 FTE within this service.				
Contract Services - This budget has been reduced as the line management of the Caretaking Service has moved from the General Fund to the Housing Revenue Account . There are now direct budgets for staff costs, supplies and services and support services, rather than a contract service recharge.				
Service Charges - Tenants - The 2020/21 tenants service charges are calculated to recover actual costs and no capping has been applied.				
Support Services - Recharges for support services include office accommodation, IT, personnel, policy, health and safety, media and communications, finance				

HOUSING REVENUE ACCOUNT				
HOMELESSNESS		HOMELESSNESS, TENANCY SUSTAINMENT AND WELFARE RIGHTS		
HL***				
SERVICE DESCRIPTION:				
The tenancy support team manages the Council's emergency and temporary accommodation for homeless families. It provides support for homeless families, new and existing tenants and young adults leaving the care system to prevent tenancy failure. The team also manages housing benefit and debt advice, and financial inclusion.				
11	Actual	Original	Working	Original
	2018/19	2019/20	2019/20	2020/21
	£	£	£	£
Expenditure				
Employee Costs:				
Direct Employee Expenses	291,988	386,680	310,710	277,490
Indirect Employee Expenses	6,088	3,280	3,280	3,030
Premises Related:				
Repairs & Maintenance of Buildings	24,396	18,930	18,930	22,070
Energy Costs	41,751	48,110	48,110	49,250
Rents, Rates & Water Services	29,943	27,910	27,910	26,300
Cleaning & Domestic Supplies	1,442	3,190	3,190	3,230
Premises Insurance	294	310	310	310
Transport Related:				
Travelling Expenses	6,445	14,130	14,130	8,110
Supplies & Services:				
Equipment, Tools & Materials	20,879	17,560	17,670	19,370
Printing, Stationery & General	249	0	0	0
Communications & Computing	7,298	5,990	5,990	5,360
Miscellaneous Expenses	10,172	5,710	4,370	5,710
Contributions to Bad Debt Provisions	56,490	0	0	0
Third Party Payments:				
Private Contractors	44	300	300	300
Consultancy & Agency Fees	29,218	29,150	29,150	29,150
Recharges:				
Support Services	235,406	224,880	224,880	124,200
Total Expenditure	762,102	786,130	708,930	573,880
Income:				
Dwelling Rents	(509,316)	(564,650)	(554,400)	(579,540)
Supporting People Grant	(73,411)	(87,070)	(86,180)	(86,180)
Service Charges	(12,727)	(12,410)	(15,900)	(16,500)
Fees & Charges	(59,022)	(22,460)	(70,330)	(59,630)
Recharges:				
Recharge Income GF & Capital	(110,900)	(99,260)	(99,260)	(99,260)
Total Income	(765,376)	(785,850)	(826,070)	(841,110)
Net Cost of Service	(3,274)	280	(117,140)	(267,230)
SERVICE DETAILS:				
Properties are designated between emergency and temporary accommodation based on service need. In February 2020 there were 70 designated emergency accommodation and 47 designated units of temporary accommodation, including Wellfield Court. The use of General purpose properties for temporary accommodation has continued to increase to meet homelessness presentations.				
Direct Employee Expenses - The 2019/20 budget is for 8.0 FTE within this service. This is a reduction from 2019/20 following a service review.				
Support Services - Recharges for support services include office accommodation, IT, personnel, policy, health and safety, media and communications, finance.				
Supporting People Grant - The grant is now included in the cost of Homelessness to more accurately reflect the income for the service.				
Recharge income - Short term emergency accommodation provided by the HRA is recharged to the General Fund.				

HOUSING REVENUE ACCOUNT				
HOUSING DEVELOPMENT				
HB850				
SERVICE DESCRIPTION:				
The Development Team is primarily involved in developing a pipeline and programme of new build housing developments for the Council's ownership. The work includes identifying assets and land opportunities for new build schemes and then taking these proposals through the development design process and project managing the schemes whilst they are on site.				
28	Actual	Original	Working	Original
	2017/18	2018/19	2018/19	2019/20
	£	£	£	£
Expenditure				
Employee Costs:				
Direct Employee Expenses	286,136	364,760	364,760	325,130
Indirect Employee Expenses	14,482	2,440	2,440	2,190
Premises Related:				
Energy Costs	119	0	0	0
Rents, Rates & Water Services	10,442	7,400	7,400	7,530
Transport Related:				
Travelling Expenses	617	3,030	3,030	4,050
Supplies & Services:				
Printing, Stationery & General	76	400	400	400
Communications & Computing	780	500	500	420
Expenses & Allowances	182	70	70	70
Miscellaneous Expenses	41,745	8,610	8,610	8,610
Third Party Payments:				
Consultancy & Agency Fees	15,510	0	80,000	0
Recharges:				
Support Services	95,876	178,700	178,700	148,150
Total Expenditure	465,966	565,910	645,910	496,550
Income:				
Fees & Charges	(97,000)	(75,000)	(115,800)	(75,000)
Recharges:				
Recharge Income General Fund & Capital	(156,400)	(161,720)	(161,720)	(161,720)
Total Income	(253,400)	(236,720)	(277,520)	(236,720)
Net Cost of Service	212,566	329,190	368,390	259,830
SERVICE DETAILS:				
Direct Employee Expenses - The 2020/21 budget is for 5.67 FTE within this service.				
Support Services - Recharges for support services include IT, health and safety and finance.				
Fees & Charges - There is an initiative to charge for Consultancy Services.				
Recharge income - Staff time spent on managing the HRA capital programme is charged to the capital schemes.				

HOUSING REVENUE ACCOUNT				
PLANNED REPAIRS				
HA120,HP750,HR026,HR027,HR392,HR662,HP192				
SERVICE DESCRIPTION:				
This service identifies the investment needs of the housing stock over the life of the 30 year business plan, procures contracts to deliver those plans and manages the contracts for revenue and capital funded programmes. It includes the cost of those contracts which are revenue funded schemes. The staff time associated with capital funded schemes is recharged to the capital programme.				
12	Actual	Original	Working	Original
	2018/19	Budget	Budget	Budget
	£	2019/20	2019/20	2020/21
		£	£	£
Expenditure				
Employee Costs:				
Direct Employee Expenses	1,468,246	1,602,260	1,588,710	1,553,600
Indirect Employee Expenses	24,883	13,600	13,600	13,460
Transport Related:				
Travelling Expenses	30,146	30,700	30,700	28,020
Supplies & Services:				
Equipment, Tools & Materials	2,844	1,000	1,000	1,000
Printing, Stationery & General	2,096	0	0	0
Communications & Computing	17,744	21,420	21,420	18,520
Expenses & Allowances	0	50	50	50
Grants & Subscriptions	3,433	4,800	4,800	4,800
Miscellaneous Expenses	31,850	17,830	17,830	17,830
Third Party Payments:				
Contract Services	0	40,960	40,960	990,960
Private Contractors	593,257	482,800	702,800	482,800
Consultancy & Agency Fees	61,502	67,500	67,500	67,500
Other Grants & Contributions	(990)	0	(1,680)	0
Recharges:				
Support Services	1,633,205	1,536,060	1,554,060	1,948,710
Total Expenditure	3,868,216	3,818,980	4,041,750	5,127,250
Income:				
Other Income	0	(5,000)	(5,000)	(5,000)
Recharges:				
Recharge Income HRA	(1,070,834)	(1,089,560)	(1,089,560)	(1,441,870)
Recharge Income GF & Capital	(1,065,280)	(1,140,690)	(1,170,690)	(1,100,560)
Total Income	(2,136,114)	(2,235,250)	(2,265,250)	(2,547,430)
Net Cost of Service	1,732,102	1,583,730	1,776,500	2,579,820
SERVICE DETAILS:				
The planned investment programme funded from revenue includes; external redecoration, electrical testing, stair lifts and hoists testing and the planned works to communal areas in flats and sheltered schemes. The HRA capital programme includes the decent homes works (internal & external), structural works and disabled adaptations.				
Direct Employee Expenses - The 2020/21 budget is for 35 FTEs within this service. Following the Repairs and Voids Service improvement project, gas and mechanical and electrical staff have been transferred to this service.				
Third Party Payments - This budget has been increased in line with the HRA business plan to allow for items like increased electrical testing, cyclical repairs and additional costs to meet the requirements of the Hackitt enquiry.				
Support Services - Recharges for support services include office accommodation, IT, personnel, policy, health and safety, media and communications, finance.				
Recharge income - Staff time spent on managing the HRA capital programme is charged to the capital schemes.				

HOUSING REVENUE ACCOUNT				
RESPONSIVE REPAIRS				
HA122,HR121,HR122,HR123,HR124,HR210,HR472,HR572,HR700,HR890				
SERVICE DESCRIPTION:				
This is the cost of managing and carrying out the responsive repairs service to all the Council owned homes. The service includes the costs of undertaking void works, prior to re-letting council homes, and making them available for occupation. The Repairs and Voids team undertakes the majority of these repairs and charges the HRA for the cost of the works carried out. In response to feedback from tenants, a significant training programme is being implemented in order to deliver multi trade working and ensure that more repairs are carried out at the first visit.				
13	Actual	Original	Working	Original
	2018/19	2019/20	2019/20	2020/21
	£	£	£	£
Expenditure				
Premises Related:				
Energy Costs	(2,082)	1,160	1,160	1,150
Premises Insurance	450	480	480	480
Supplies & Services:				
Communications & Computing	3,466	19,700	11,990	11,340
Third Party Payments:				
Contract Services	3,912,367	4,317,100	4,244,080	4,676,380
Private Contractors	66,612	164,500	103,000	113,170
Recharges:				
Support Services	1,001,416	759,880	759,880	995,900
Total Expenditure	4,982,229	5,262,820	5,120,590	5,798,420
Income:				
Customer & Client Receipts	(125,137)	(153,670)	(153,700)	(153,790)
Recharges:				
Recharge Income HRA	(96,630)	0	0	0
Total Income	(221,767)	(153,670)	(153,700)	(153,790)
Net Cost of Service	4,760,462	5,109,150	4,966,890	5,644,630
SERVICE DETAILS:				
There was a 93.01% satisfaction with the repairs service and standard voids are being re-let in 31.82 days as at the end of December 2019.				
Direct Employee Expenses - The 2020/21 budget is for 48.6 FTEs within this service recharged from the Repairs and Voids Service, of which 40 are operatives.				
Contract Services and Private Contractors - These reflect the impact of the Repairs and Voids improvement project.				
Support Services - Recharges for support services include office accommodation, IT, personnel, health and safety, finance.				
Customer & Client Receipts - This includes the cost of repairs rechargeable to both tenants and leaseholders and is demand led.				
Recharge income HRA - Costs are recharged to the Repairs and Voids Service.				

HOUSING REVENUE ACCOUNT				
GAS MAINTENANCE & LEGIONELLA				
HA125, HR292				
SERVICE DESCRIPTION:				
This is the cost of servicing and maintaining gas appliances in tenants homes and communal boilers and to carry out the testing of water for legionella. It is a landlord obligation to undertake annual gas safety checks and comply with all the relevant gas and legionella legislation.				
14	Actual	Original	Working	Original
	2018/19	2019/20	2019/20	2020/21
	£	£	£	£
Expenditure				
Employee Costs:				
Direct Employee Expenses	0	29,010	0	0
Indirect Employee Expenses	510	350	350	70
Transport Related:				
Travelling Expenses	0	0	0	850
Supplies & Services:				
Printing, Stationery & General	47	0	0	0
Communications & Computing	1,255	2,110	2,110	1,870
Expenses & Allowances	0	0	0	0
Miscellaneous Expenses	1,048	410	410	410
Recharges:				
Support Services	62,980	198,070	198,070	95,700
Third Party Payments:				
Private Contractors	1,096,254	1,124,640	1,139,640	1,145,120
Total Expenditure	1,162,095	1,354,590	1,340,580	1,244,020
Income:				
Other Income	0	(2,000)	(2,000)	(2,000)
Recharges:				
Recharge Income HRA	(33,120)	(132,970)	(132,970)	(57,570)
Total Income	(33,120)	(134,970)	(134,970)	(59,570)
Net Cost of Service	1,128,975	1,219,620	1,205,610	1,184,450
SERVICE DETAILS:				
This service requires a 100% of gas appliances to have a current safety certificate.				
Support Services - Recharges for support services include office accommodation, IT, personnel, health and safety, finance.				
Recharge income - Part of this cost centre is recharged to responsive repairs and HRA capital schemes.				

HOUSING REVENUE ACCOUNT				
ENVIRONMENTAL REPAIRS		ENVIRONMENTAL REPAIRS PROJECTS, ENVIRONMENTAL MANAGEMENT AND TECHNICAL SUPPORT		
HA124				
SERVICE DESCRIPTION:				
This team provides administrative support to the repairs service including the scheduling of appointments. The team manages the aids and adaptations activity, the grounds maintenance service provided by the Council, utility contracts and deals with repair costs that are recoverable through insurance claims.				
15	Actual 2018/19 £	Original Budget 2019/20 £	Working Budget 2019/20 £	Original Budget 2020/21 £
Expenditure				
Employee Costs:				
Direct Employee Expenses	266,385	465,800	291,050	446,760
Indirect Employee Expenses	3,324	3,850	3,850	3,880
Transport Related:				
Travelling Expenses	3,403	7,000	9,150	4,820
Supplies & Services:				
Equipment, Tools & Materials	12	0	0	0
Printing, Stationery & General	16	0	0	0
Communications & Computing	2,311	3,930	2,930	3,550
Miscellaneous Expenses	8,971	4,470	4,470	4,470
Recharges:				
Support Services	171,599	92,890	92,890	262,080
Total Expenditure	456,022	577,940	404,340	725,560
Recharges:				
Recharge Income HRA	(456,022)	(343,640)	(343,640)	(572,900)
Recharge Income GF & Capital	0	0	0	0
Total Income	(456,022)	(343,640)	(343,640)	(572,900)
Net Cost of Service	0	234,300	60,700	152,660
SERVICE DETAILS:				
Direct Employee Expenses - The 2020/21 budget is for 9.89 FTE within this service.				
Support Services - Recharges for support services include IT, health and safety and finance.				
Recharge income - Part of this cost centre is recharged to responsive repairs, gas maintenance, the caretaking service and HRA capital schemes.				

HOUSING REVENUE ACCOUNT				
SENIOR MANAGEMENT TEAM & SUPPORT				
HB800,HB805				
SERVICE DESCRIPTION:				
This service represents the senior management and support for the housing service.				
16	Actual	Original	Working	Original
	2018/19	2019/20	2019/20	2020/21
	£	£	£	£
Expenditure				
Employee Costs:				
Direct Employee Expenses	675,530	239,640	514,720	391,480
Indirect Employee Expenses	30,228	1,040	1,040	1,050
Premises Related:				
Rents, Rates & Water Services	13,516	19,820	19,820	18,150
Transport Related:				
Travelling Expenses	4,665	2,740	2,740	6,260
Supplies & Services:				
Printing, Stationery & General	5,606	7,290	7,290	7,290
Communications & Computing	1,588	32,270	32,270	1,110
Expenses & Allowances	1,567	2,000	2,000	2,000
Grants & Subscriptions	18,977	36,030	24,010	24,010
Miscellaneous Expenses	12,007	2,080	2,080	2,080
Third Party Payments:				
Private Contractors	44	0	0	0
Consultancy & Agency Fees	131,144	0	346,730	305,470
Recharges:				
Support Services	149,226	193,410	259,910	174,640
Total Expenditure	1,044,097	536,320	1,212,610	933,540
Appropriations				
Appropriations	0	0	0	0
Recharges:				
Recharge Income HRA	(441,850)	(297,520)	(297,520)	(510,140)
Recharge Income General Fund & Capital	(140,969)	(96,430)	(96,430)	(136,140)
Total Income	(582,819)	(393,950)	(393,950)	(646,280)
Net Cost of Service	461,278	142,370	818,660	287,260
SERVICE DETAILS:				
Direct Employee Expenses - The 2020/21 budget is for 3 FTE within this service. The Senior Management Review has resulted in a cost saving and the reallocation of staffing budgets.				
Rents, Rates & Water Services - Recharges for storage costs have increased.				
Support Services - Recharges for support services include IT, health and safety and finance.				
Recharge income - This cost centre is recharged to HRA front line service cost centres.				

HOUSING REVENUE ACCOUNT				
CENTRAL ADMINISTRATION TEAM				
HB890				
SERVICE DESCRIPTION:				
This service was created as part of the reorganisation within the Housing Revenue Account to cover administration roles within the service.				
29	Actual	Original	Working	Original
	2014/15	2015/16	2015/16	2016/17
	£	£	£	£
Expenditure				
Employee Costs:				
Direct Employee Expenses	178,050	219,510	200,840	154,440
Indirect Employee Expenses	4,629	3,230	3,180	2,690
Transport Related:				
Travelling Expenses	5,600	5,600	5,600	1,710
Supplies & Services:				
Equipment, Tools & Materials	0	0	0	10
Printing, Stationery & General	1,024	0	50	0
Communications & Computing	8	0	0	0
Miscellaneous Expenses	7,340	3,650	3,650	3,650
Contributions to Provisions	46,970	0	0	0
Third Party Payments:				
Private Contractors	26	0	0	0
Recharges:				
Support Services	99,094	52,370	52,370	72,080
Total Expenditure	342,741	284,360	265,690	234,580
Recharges:				
Recharge Income General Fund & Capital	(295,771)	(302,390)	(302,390)	(323,580)
Total Income	(295,771)	(302,390)	(302,390)	(323,580)
Net Cost of Service	46,970	(18,030)	(36,700)	(89,000)
SERVICE DETAILS:				
Direct Employee Expenses - The 2020/21 budget is for 6.6 FTE within this service.				
Support Services - Recharges for support services include IT, health and safety, finance.				
Recharge income - The cost of the team is now recharged to HRA front line service cost centres and time spent on managing the housing register is charged to the General Fund.				

HOUSING REVENUE ACCOUNT				
HOUSING IT SYSTEMS ADMINISTRATION				
HB846				
SERVICE DESCRIPTION:				
The service administers housing IT systems used by Housing Management and Investment, Housing Repairs and Garage services, ensuring these systems are operating effectively and are aligned with business processes. It supports business development through the use of innovation in IT and works with the central IT service on issues impacting on housing services.				
19	Actual	Original	Working	Original
	2018/19	2019/20	2019/20	2020/21
	£	£	£	£
Expenditure				
Employee Costs:				
Direct Employee Expenses	82,876	93,750	93,750	162,530
Indirect Employee Expenses	1,536	1,040	1,040	1,620
Transport Related:				
Travelling Expenses	324	1,200	1,200	5,530
Supplies & Services:				
Communications & Computing	403	490	490	410
Miscellaneous Expenses	2,447	1,220	1,220	1,220
Third Party Payments:				
Consultancy & Agency Fees	1,630	0	0	0
Recharges:				
Support Services	20,757	40,570	40,570	73,790
Total Expenditure	109,972	138,270	138,270	245,100
Recharges:				
Recharge Income HRA	(56,561)	(57,520)	(57,520)	(163,090)
Recharge Income GF & Capital	(53,411)	(60,260)	(60,260)	(78,850)
Total Income	(109,972)	(117,780)	(117,780)	(241,940)
Net Cost of Service	(0)	20,490	20,490	3,160
SERVICE DETAILS:				
Direct Employee Expenses - The 2020/21 budget is for 4.5 FTE within this service following the Housing Services Business Unit Review.				
Support Services - Recharges for support services include IT, health and safety, finance.				
Recharge income - This cost centre is recharged to HRA and General Fund front line service cost centres.				

HOUSING REVENUE ACCOUNT				
HOUSING POLICY, PERFORMANCE AND IMPROVEMENT				
HB880				
SERVICE DESCRIPTION:				
This area is now supported from teams based in the General Fund and the costs are recharged to the HRA.				
21	Actual	Original	Working	Original
	2018/19	2019/20	2019/20	2020/21
	£	£	£	£
Expenditure				
Employee Costs:				
Indirect Employee Expenses	2,143	0	0	0
Transport Related:				
Travelling Expenses	1,828	0	0	0
Supplies & Services:				
Communications & Computing	2,708	0	0	0
Grants & Subscriptions	9,331	0	0	0
Third Party Payments:				
Consultancy & Agency Fees	(4,980)	0	0	0
Recharges:				
Support Services	180,318	0	0	0
Total Expenditure	191,348	0	0	0
Recharges:				
Recharge Income HRA	(191,348)	0	0	0
Total Income	(191,348)	0	0	0
Net Cost of Service	(0)	0	0	0
SERVICE DETAILS:				
Support Services - Recharges for support services include IT, health and safety, finance. Costs for this activity are now included in recharges from the General Fund across the HRA.				

HOUSING REVENUE ACCOUNT				
TENANCY SERVICES DIVISIONAL SUPPORT				
HA119				
SERVICE DESCRIPTION:				
This cost centre will not be used in the future and the services that were provided here are now included in other accounts.				
23	Actual	Original	Working	Original
	2018/19	2019/20	2019/20	2020/21
	£	£	£	£
Expenditure				
Employee Costs:				
Direct Employee Expenses	2,152	0	0	0
Indirect Employee Expenses	423	0	0	0
Transport Related:				
Travelling Expenses	29	0	0	0
Supplies & Services:				
Communications & Computing	1,342	0	0	0
Grants & Subscriptions	3,627	0	0	0
Miscellaneous Expenses	4,450	0	0	0
Recharges:				
Support Services	50,955	0	0	0
Total Expenditure	62,979	0	0	0
Recharges:				
Recharge Income HRA	(62,979)	0	0	0
Total Income	(62,979)	0	0	0
Net Cost of Service	(0)	0	0	0
SERVICE DETAILS:				
Arrangements for providing this service have now been changed and the cost centre is not going to be used from 2019/20. Costs for this activity are now included directly in other HRA cost centres.				

HOUSING REVENUE ACCOUNT				
SUPPORTED HOUSING AND TENANCY SUPPORT DIVISIONAL SUPPORT				
HA200				
SERVICE DESCRIPTION:				
Management, administration and support to the independent living and tenancy support teams.				
24	Actual	Original	Working	Original
	2018/19	2019/20	2019/20	2020/21
	£	£	£	£
Expenditure				
Employee Costs:				
Direct Employee Expenses	109,570	107,180	99,290	102,590
Indirect Employee Expenses	3,146	1,740	1,840	1,770
Transport Related:				
Travelling Expenses	4,638	4,800	4,800	1,710
Supplies & Services:				
Communications & Computing	726	860	860	730
Grants & Subscriptions	0	1,450	1,450	1,450
Miscellaneous Expenses	4,330	2,530	2,430	2,530
Third Party Payments:				
Private Contractors	44	0	0	0
Recharges:				
Support Services	72,471	32,720	32,720	56,890
Total Expenditure	194,924	151,280	143,390	167,670
Recharges:				
Recharge Income HRA	(194,924)	(188,950)	(188,950)	0
Total Income	(194,924)	(188,950)	(188,950)	0
Net Cost of Service	0	(37,670)	(45,560)	167,670
SERVICE DETAILS:				
Direct Employee Expenses - From 2020/21 the 4 FTEs previously included within this service are shown in HB890.				
Support Services - Recharges for support services include IT, health and safety and finance.				
Recharge income - The cost of the team is recharged to HRA front line service cost centres and will be adjusted at year end for actual costs.				

HOUSING REVENUE ACCOUNT				
CENTRAL RECHARGES & OTHER COSTS NON ALLOCATED RECHARGES				
HA110				
SERVICE DESCRIPTION:				
These costs are those which are centrally held as they cannot be allocated to a specific area of service. These include depreciation, bank charges, property insurance and the transfer to reserves.				
25	Actual	Original	Working	Original
	2018/19	Budget	Budget	Budget
	£	2019/20	2019/20	2020/21
	£	£	£	£
Expenditure				
Employee Costs:				
Indirect Employee Expenses	51,200	0	0	0
Premises Related:				
Premises Insurance	271,420	247,410	153,040	247,410
Supplies & Services:				
Equipment, Tools & Materials	144	20,000	20,000	20,000
Miscellaneous Expenses	10,681	27,870	12,500	27,870
Bank Charges	107,880	112,700	112,700	112,700
Third Party Payments:				
Consultancy & Agency Fees	44,986	623,790	316,930	75,370
Recharges:				
Support Services	1,464,726	1,558,450	1,584,450	1,838,100
Capital Charges:				
Depreciation	12,779,598	12,156,450	12,156,450	12,486,420
Total Expenditure	14,730,635	14,746,670	14,356,070	14,807,870
Income:				
Other Income	(5,384)	(9,900)	(3,880)	(10,180)
Other Grants & Contributions	(51,200)	0	0	0
Total Income	(56,584)	(9,900)	(3,880)	(10,180)
Net Cost Of Service	14,674,051	14,736,770	14,352,190	14,797,690
SERVICE DETAILS:				
Support Services - The HRA's share of corporate management and cost of democracy charged from the General Fund is included here. Depreciation is a cost that hits the bottom line for the HRA.				

HOUSING REVENUE ACCOUNT				
NET OPERATING EXPENDITURE				
HW110				
SERVICE DESCRIPTION:				
This represents the interest charged on borrowing and the interest received on working balances and mortgages still outstanding.				
25	Actual	Original	Working	Original
	2018/19	Budget	Budget	Budget
	£	2019/20	2019/20	2020/21
		£	£	£
Expenditure				
Supplies & Services:				
Miscellaneous Expenses	(0)	0	0	0
Cost of Borrowing				
Interest - Borrowing	6,920,398	6,960,390	6,866,810	7,837,130
Total Expenditure	6,920,398	6,960,390	6,866,810	7,837,130
Income:				
Interest - Mortgages	0	(28,370)	(28,370)	(28,370)
Interest - Section 20	0	0	0	(16,110)
Interest - Revenue Balances	(404,665)	(364,090)	(396,560)	(303,270)
Total Income	(404,665)	(392,460)	(424,930)	(347,750)
Net Cost of Service	6,515,733	6,567,930	6,441,880	7,489,380
SERVICE DETAILS:				
Interest - Borrowing - The 2020/21 interest payable of £7,837,130 relates to outstanding HRA debt, predominantly made up of the self financing settlement. No loan repayments are due to be made in 2020/21.				

HOUSING REVENUE ACCOUNT				
APPROPRIATIONS				
HX110				
SERVICE DESCRIPTION:				
This account includes the appropriations relating to capital and those entries in the HRA, which do not impact on the bottom line.				
29	Actual	Original	Working	Original
	2018/19	2019/20	2019/20	2020/21
	£	£	£	£
Expenditure				
Miscellaneous Expenses	374,358	0	0	0
Revenue Contribution to Capital	6,770,206	13,946,930	0	0
Transfer to Reserves:	(1,610,801)	0	5,000,000	0
Contributions to Bad Debt Provisions	(27,689)	0	0	0
Recharges:				
Support Services	91	100	100	0
Recharges:	1,237,802	0	0	0
Loan Repayment				
Loan Repayment	1,241,000	0	1,810,560	0
Total Expenditure	7,984,966	13,947,030	6,810,660	0
Net Cost of Service	7,984,966	13,947,030	6,810,660	0
SERVICE DETAILS:				
Revenue Contribution to Capital (RCCO) - The 2019 Business Plan approved the use of borrowing rather than RCCO thus increasing the cost of interest to the HRA.				
Transfer to Reserves - the working budget includes a one off transfer to reserves to mitigate for interest rate fluctuations on future planned borrowing.				

2020/21 HOUSING REVENUE ACCOUNT (HRA) SAVINGS APPROVED

			Housing Revenue Account
Brief description of saving	Impact of Saving	Timing	2020/21 £
IMMEDIATE EFFICIENCY OPTIONS:			
Remodel the Executive Support Team and Members Services.	Rationalise posts in the Executive Support Team and Member Services based on opportunities following vacancies and retirements.	April 2020	8,596
Replace Centrex Telephone Lines Ageing, expensive technology used at Play Centres etc.	New phones would use our Mitel telephone system, so reliability is linked to IT infrastructure. 36 of the 90 lines have already been decommissioned.	April 2020	15,000
TOTAL IMMEDIATE EFFICIENCY OPTIONS:			23,596
NEW INCOME GENERATION & COMMERCIALISATION OPTIONS:			
Management Fee from HCC for properties for adults with learning disabilities	A management fee income from County for Blackwell Close	April 2020	40,000
Increased income from HA adverts on Choice based Lettings (CBL)	Adverts are currently charged at £30 (2019/20) proposal to increase to £50 2020/21, £60 in 21/22 and £70 for 22/23	1 April 2020	2,000
Sell IOSH accredited training to other LAs	Existing Corporate Health and Safety Team to deliver training. Proposal would be trialled during 2020/21	1 April 2020	1,500
Sell services to Hertsmere Council	This will reduce the level of procurement available to SBC as the service also provides services to EHDC	January 2020	25,000
Introduce a compulsory charge for all staff with a car parking season ticket	Would require consultation with staff and the Unions. The scheme still needs to be finalised and will be in consultation with staff. Mechanism for payment would need to be determined e.g. taken at source. Any income exceeding the amount in year will be used to fund the workforce travel plan initiatives	July 2020	25,718
Fees and charges HRA	Based on inflation of 2% increase HRA fees and charges	April 2020	9,160
TOTAL NEW INCOME GENERATION & COMMERCIALISATION OPTIONS:			103,378
SERVICE REDESIGN/PROCESS CHANGES/DIGITAL OPTIONS:			
Reconfiguration of Housing Repairs Function	A root and branch review of the service, bringing caretaking and maintenance role and shaping the service to Co-operative Neighbourhood working	April 2020	100,569
Reconfiguration of Out of Hours & Standby Arrangements	Calls will be routed via the CCTV as now (ICT calls currently not through CCTV) and then a script will be issued for services so call outs are minimised, excludes independent living and CCTV call outs.	April 2020	48,000
Reduce size of the Facilities team - process review, internal post review , impacts of the compliance contract and staff self serve on reporting issues.	One member of staff has retired and the saving has effectively been achieved	Immediate	20,000
Review Reconciliation function and structure, (there are 5 currently in post)	The saving is based on a review of the function and adding two apprentice posts for succession planning, the savings have been generated from re-designing some work processes. Further efficiencies can be generated from digital and ICT improvements.	1 April 2020	16,000
Paperless committees - progressive plan to achieve committees which are digital by default.	Require effective member engagement and joint working to deliver - cultural change, training, device management etc. Requires workstyle assessment in terms of devices (mobile or desktop in committee rooms) and review of the current BYOD policy for members / allowances	01 June 2020	2,000
Business Unit Review: Tier 5 and 6 savings from staff restructures	The transformation of the housing delivery service, incorporating the design principles agreed by Members and making efficiencies through the use of technology. There are more posts than people so the redundancy costs are worse case scenario.	Immediate- tier 5 tier 6 April 2020	21,083
Cease Locata contract (choice based lettings system)- to be integrated into Northgate housing system	Northgate system now has additional functionality which can provide an integrated process which will allow customers to self serve from December 2019.	1 January 2020	25,000
Reduce establishment x 2 No. FTE within Streets & Grounds Maintenance Service, can be removed through agency staff posts rather than permanent staff members	Predicated on service review delivery and efficiencies and productivity gains through route optimisation and improved working practices etc. Service standard will be maintained.	April 2020	40,000
TOTAL SERVICE REDESIGN/PROCESS CHANGES/DIGITAL OPTIONS:			272,652
Summary			
Total Immediate Efficiency Savings Options			£23,596
Total Service Redesign/Process Changes/Digital Option			£103,378
Total New Income Generation & Commercialisation Options			£272,652
TOTAL HRA SAVINGS OPTIONS APPROVED FOR 2020/21			399,626

2020/21 HOUSING REVENUE ACCOUNT (HRA) GROWTH APPROVED

			Housing Revenue Account
Brief description of growth	Impact of Growth	Timing	2020/21 £
GROWTH OPTIONS:			
Digital Content Officer	Grade 4 Digital Content Officer - Growth Required to create and maintain website content	01 Apr 2020	10,780
Web accessibility testing and auditing	GDPR compliant testing and audit software	01 Apr 2020	6,680
Digital Projects Manager	Digital Projects Manager – Manage the development more digital solutions, new technology to deliver on-line services and innovate in the area. Committing to a permanent role now will secure resilience for the CTOC programme which the council needs to deliver a significant step change in digital service provision to realise the digital financial targets, improved customer offer and staff productivity.	01 Apr 2020	8,220
Digital Platform self book-in and scan additional "Kiosk" module licences	The Firmstep CRM product already procured comes with a customer self book-in module for front of house appointments (such as GP clinics use) and the ability for customers to self-scan in requested documents at a station in the reception area. This reduces staff invention and improves the customer experience, the growth bid is the on-going licence costs. This will contribute to delivering saving SD7	01 Apr 2020	3,340
Post required to project manage the climate change agenda item for the Council	This post is required to co-ordinate manage the climate change projects to ensure delivery. Based on grade 8 post. Costs include employers on-costs. Potential to use corporate graduates for funding.	01 Apr 2020	17,945
E car club pilot to be funded on-going	This contributes to the climate change agenda, with the use of electric cars.	01 Apr 2020	6,145
TOTAL GROWTH OPTIONS:			53,110
SERVICE PRESSURES:			
Additional ICT Staff	Approved as part of ICT Strategy- Additional ICT staffing resources as identified within the 2019/20 GF Budget Report. To cover cost of ICT PMO (Project Management Officer (Grade 8), Project Management and Business Engagement Officers 2 ftes (Grade 7), Security and Network Technicians 2ftes (Grade 8), Senior Systems Support Analysts (2 ftes) and ICT Service Desk Team Leader (Grade 5)). SBC share of costs shown	01 Apr 2020	44,200
Storage Support	To support Pure Flash Storage that was purchased in Q2 2019/20. Approved as part of ICT Strategy	01 Apr 2020	3,170
Microwave	Approved as part of ICT Strategy	01 Apr 2020	1,650
VMWare Licences	Approved as part of ICT Strategy	01 Apr 2020	14,850
Technology Advisory Partner £43k Cloud Operating System Model £63k Adoption and Change Management £130k Digital Strategy and Innovation £23K Microsoft Unified Support £75k	Approved as part of ICT Strategy	01 Apr 2020	110,220
WFM system licences	WFM system in situ, monthly contract obligation for ongoing use	01 Apr 2020	1,340
Telephony quality monitoring system licences	ongoing improvements for telephony service in CSC	01 Apr 2020	1,340
Web CMS licences, QA and forms	Additional costs associated with the website	01 Apr 2020	7,010
TOTAL SERVICE PRESSURES:			183,780
Summary			
Total Growth Options			£53,110
Total Service Pressures			£183,780
TOTAL HRA GROWTH APPROVED FOR 2020/21			236,890

STEVENAGE KEY CAPITAL PROJECTS

2019/20 KEY CAPITAL PROJECTS

	£
Town Centre Regeneration	9,280,590
Garage Refurbishments	3,657,400
Housing Development GF	4,120,300
Housing Major Works	18,670,440
Housing New Build	31,387,570

2020/21 KEY CAPITAL PROJECTS

	£
Garage Refurbishments	1,952,400
Housing Development GF	2,404,430
Housing Major Works	18,633,070
Housing New Build	39,483,800

KEY DELIVERY TARGETS

Housing New Build **930 new affordable homes in 10 years**

Council Housing Major Works **750 homes improved to meet the Decent Homes Standard**

KEY ACHIEVEMENTS

Housing New Build 2019/20 **234 new council homes built or acquired**

Housing Major Works as at 31 December 2019 **491 additional council homes have been made Decent.**

CAPITAL PROGRAMME - 5 YEAR STRATEGY

Cost Centre	Scheme	2019/20		2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
		Original Budget	Working Budget	Original Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
		£	£	£	£	£	£	£
	General Fund - Schemes	<u>1</u>	<u>2</u>	<u>3</u>				
	Stevenage Direct Services	3,339,400	2,645,010	4,583,400	2,745,900	2,471,800	1,232,000	132,000
	Housing Development	4,050,450	2,516,060	4,120,300	2,404,430	11,219,590	7,848,010	0
	Finance and Estates	13,646,170	13,773,370	241,100	15,000	76,020	15,000	15,000
	Corporate Projects, Customer Services & Technology	521,100	897,860	572,210	273,370	104,180	104,180	104,180
	Housing and Investment	177,500	506,930	939,850	570,500	277,000	157,000	60,000
	Regeneration	9,900,000	9,850,150	9,280,590	0	2,474,000	13,384,000	13,384,000
	Communities and Neighbourhoods	112,000	405,030	363,500	305,000	255,000	60,000	20,000
	Planning and Regulatory	441,000	614,760	128,000	340,000	340,000	340,000	340,000
	Deferred Works Reserve	29,600	14,600	200,000	200,000	200,000	200,000	200,000
	Total General Fund Programme	32,217,220	31,223,770	20,428,950	6,854,200	17,417,590	23,340,190	14,255,180
	Total HRA Programme	47,791,758	33,248,840	50,384,010	58,252,040	37,575,450	31,050,230	32,567,670
	Total Capital Programme	80,008,978	64,472,610	70,812,960	65,106,240	54,993,040	54,390,420	46,822,850
	<u>1</u> 2019-20 Original Budget approved at Council meeting of 27th February 2019							
	<u>2</u> 2019-20 Working Budget approved at Council meeting of 26th February 2020							
	<u>3</u> 2020-21 Original Budget approved at Council meeting of 27th February 2020							
	General Fund - Use of Resources							
	Capital Receipts	3,220,544	2,409,092	5,273,159	2,072,449	2,824,035	17,974,718	13,634,000
	New Build 1-4-1 Receipts - for RP Grants		1,500,000					
	Grants and other contributions	814,420	294,359	1,623,092	805,921	4,343,535	3,916,192	
	\$106's	20,000	69,995	20,000	10,000			

CAPITAL PROGRAMME - 5 YEAR STRATEGY

Cost Centre	Scheme	2019/20		2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
		Original Budget	Working Budget	Original Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
		£	£	£	£	£	£	£
	LEP	8,800,000	9,574,560	5,875,590				
	RCCO	4,000	659,286	59,000	4,000	4,000	4,000	4,000
	Regeneration Asset Reserve		75,590	200,000				
	Capital Reserve (BG916 Revenue Savings)	937,139	1,314,000	1,420,000	1,070,000	1,070,000	1,070,000	488,708
	Capital Reserve (BG903 Housing Receipts)	360,637	361,068	364,243	367,886	371,565	375,280	128,472
	New Homes Bonus	308,000	358,170	464,554	362,500	226,000		
	Prudential Borrowing Approved	14,516,450	14,350,650	4,118,770	1,702,400	4,209,390		
	Short Term borrowing and funded from private sale	2,084,030	257,000	1,010,542	459,044	4,369,065		
	Housing GF development Ringfenced receipt from private sale	1,152,000						
	Total Use of Resources (General Fund)	32,217,220	31,223,770	20,428,950	6,854,200	17,417,590	23,340,190	14,255,180
	General Funds Receipts BG902							
	Unallocated B/fwd	(205,244)	(3,330,472)	(3,013,604)	(661,045)	(2,368,054)	(1,460,015)	(2,672,732)
	In Year Receipts	(4,188,000)	(2,247,342)	(3,177,600)	(4,790,000)	(2,375,040)	(23,556,500)	(13,384,000)
	Used in Year	3,220,544	2,409,092	5,273,159	2,072,449	2,824,035	17,974,718	13,634,000
	Ring Fenced Receipts Used to Repay ST Borrowing	1,152,000	155,118	257,000	1,010,542	459,044	4,369,065	
	General Fund Receipts Unallocated Carried Forward	(20,700)	(3,013,604)	(661,045)	(2,368,054)	(1,460,015)	(2,672,732)	(2,422,732)
	Capital Reserve Resource							
	Unallocated B/fwd	(422,203)	(594,431)	(350,000)				
	In Year Resource	(1,430,637)	(1,430,637)	(1,434,243)	(1,437,886)	(1,441,565)	(1,445,280)	(1,449,033)
	Used in Year	1,297,776	1,675,068	1,784,243	1,437,886	1,441,565	1,445,280	617,180
	Capital Reserve Unallocated Carried Forward	(555,064)	(350,000)					(831,854)
	Stevenage Direct Services							
	Parks & Open Spaces							
KC218	Hertford Road Play Area (S106 Funded)		25,000					
KE911	Play Area Improvement Programme	137,000	192,340	243,000	283,500	220,000		
KE097	Litter bins	125,000	125,000	73,000	83,000	10,000	4,000	4,000
KE329	Play Areas Fixed Play	20,000	20,810	10,000	10,000			
KE494	Green Space Access Infrastructure	95,000	95,000					
GROWTH	FVP Dam Works			25,000				
	Other							

CAPITAL PROGRAMME - 5 YEAR STRATEGY

Cost Centre	Scheme	2019/20		2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
		Original Budget	Working Budget	Original Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
		£	£	£	£	£	£	£
KG002	Garages	2,047,400	1,153,890	3,657,400	1,952,400	1,952,400	375,000	
KE487	Cavendish Depot - Road Markings and Barriers		12,750					
KE495	Cavendish Depot - Renovation/Yard Drainage	100,000	10,000	90,000				
KE496	Refurbishment of Weston Rd Cemetery Office	6,500	6,500					
KS263	Waste and Recycling System		110,000					
KE226	Allotment Maintenance System			10,000				
	<u>Vehicles, Plant, Equipment</u>							
KE349	Waste Receptacles	15,000	15,000	15,000				
KE497	Trade Waste Containers	20,000	20,000	20,000	20,000	20,000	20,000	
Various	Vehicle/Plant replacement Programme	773,500	858,720	330,000	169,000	116,400	705,000	
GROWTH	Vans for Supervisors			25,000	25,000			
GROWTH	Replacement mower for LK10 AHC			45,000				
GROWTH	Welfare improvements at out based hubs			10,000				
GROWTH	Replacement shops van			30,000				
GROWTH	Van				20,000			
GROWTH	Maxi Truck EL 4WD 48V 4WD articulated truck with a 1,000kg - 1,500kg load capacity				35,000			
GROWTH	Green Space Access Infrastructure				148,000	153,000	128,000	128,000
	Total Stevenage Direct Services	3,339,400	2,645,010	4,583,400	2,745,900	2,471,800	1,232,000	132,000
	<u>Housing Development Scheme (Joint GF/HRA)</u>							
KG030	Grants To Registered Providers		591,600					
KG030	Grants To Registered Providers contingency		908,400					
KG032	Building Conversion into New Homes - Ditchmore Lane	680,000	257,000					
Various	Housing Development Scheme (Joint GF/HRA)	3,020,450	59,060	2,535,930	2,404,430	8,712,600	7,848,010	
KG033	Private Sales Schemes - Wedgwood Way	350,000						
KG038	Wholly Owned Housing Development Company (WOC)		700,000	1,584,370		2,506,990		
	Total Housing Development (including grants to Registered Providers)	4,050,450	2,516,060	4,120,300	2,404,430	11,219,590	7,848,010	
	<u>Finance & Estates</u>							
KG025	Garage Site Assembly		100,000					
KR912	Investment Property	13,244,050	13,244,050					
KR914	IDOX Property Management Software		17,200					

CAPITAL PROGRAMME - 5 YEAR STRATEGY

Cost Centre	Scheme	2019/20		2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
		Original Budget	Working Budget	Original Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
		£	£	£	£	£	£	£
KR915	Energy Performance Surveys and Proposed Building Works	15,000	15,000	15,000	15,000	15,000	15,000	15,000
KR915	Energy Performance Surveys and Proposed Building Works							
KR916	Commercial Properties Refurbishment (MRC Programme)	387,120	387,120	226,100		61,020		
KR147	Commercial Properties - Asbestos Removal		10,000					
	Total Finance & Estates	13,646,170	13,773,370	241,100	15,000	76,020	15,000	15,000
Corporate Projects, Customer Services & Technology								
	IT General							
KS268	Infrastructure Investment	421,100	617,080	546,690	271,690	104,180	104,180	104,180
	Total IT General	421,100	617,080	546,690	271,690	104,180	104,180	104,180
	Employer of Choice (EOC)							
KS260	Replacement HR & Payroll System		1,240					
KS269	New Intranet		33,260					
	Total EOC		34,500					
	Connected to Our Customer (CTOC)							
KS271	Corporate Website - Redesign		106,510	8,020	680			
KS274	New CRM Technology		139,770	17,500	1,000			
KS275	Next Generation Telephony	100,000						
	Total CTOC	100,000	246,280	25,520	1,680			

CAPITAL PROGRAMME - 5 YEAR STRATEGY

Cost Centre	Scheme	2019/20		2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
		Original Budget	Working Budget	Original Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
		£	£	£	£	£	£	£
	Total Corporate Projects, Customer Services & Technology	521,100	897,860	572,210	273,370	104,180	104,180	104,180
	<u>Housing and Investment</u>							
	<u>Play Centres</u>							
KC914	Pin Green - Recover Flat Roof	35,000	21,000					
KC915	Bandley Hill - Replace Hall Floor Covering	25,000	12,500					
	<u>Community Centres</u>							
KE902	Community Centres General		32,000					
KE471	St Nicholas - Boiler and Hot Water Installation Upgrade		40,000					
KE515	St Nicholas Annexe - External Decorations	20,000	20,000					
KE472	The Oval - Replace Radiators		8,000					
KE499	The Oval - Replace Windows	15,000	11,000					
KE488	Springfield House - Boundary Wall		52,150					
Growth	General - 2019/20 Backlog H&S Works			12,850				
Growth	General - Urgent and H&S Works			21,000	33,500	60,000		
Growth	Bedwell CC Planned Preventative Works - Replace Boiler			100,000				
	<u>Park Pavilions</u>							
KE907	Park Pavilions General		9,000					
KE475	Chells - Decommission Shower & Provide Hot Water To Changing Rooms		21,380					
KE500	Ridlins - M&E Refurbishment of AHU Plant & Controls	25,000	25,000					
KE479	Canterbury Way - Demolition		25,000					
KE493	King George V - Electrical Mains Intake & Supply Head		10,860					
	<u>Cemeteries</u>							
KE904	Cemetery Buildings		15,000					

CAPITAL PROGRAMME - 5 YEAR STRATEGY

Cost Centre	Scheme	2019/20		2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
		Original Budget	Working Budget	Original Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
		£	£	£	£	£	£	£
	Depots							
KE501	CavendishRd - Re-roofing (Ascertain Level of Works Required)	15,000	15,000					
Growth	Depots: Urgent and H&S Works			290,000				
Growth	Depots: Planned Preventative Works			30,000	475,000	25,000		
	Car Parks							
Growth	MSCP: Urgent and H&S Works					20,000		
	Housing and Investment (cont'd)							
	Council Offices							
KR900	Council Offices		19,380					
KR141	Corporate Buildings - Essential Health & Safety Electrical Works		19,270					
KR142	Corporate and Commercial Buildings - Condition survey		5,000					
KR149	Daneshill House - Test & Risk Assessment Remedial Works	15,000	15,000					
Growth	Daneshill: 2019/20 Backlog Urgent and H&S Works			15,000	18,000			
Growth	Daneshill: Urgent and H&S Works			45,000			65,000	
	Operational Buildings							
KE503	Indoor Market - New Hot Air Curtains	20,000						
KR917	BTC - Roof Replacement Preliminary Works		15,000					
Growth	BTC 2019/20 Backlog H&S Works			30,000				
Growth	BTC Urgent and H&S Works			100,000	38,000			
Growth	BTC Planned Preventative Works			256,000	6,000	172,000	92,000	60,000
	Town Centre							
KR136	Preparation Works to Units 1,4,5 of the former QD Building		7,890					
KR138	Town Square Assets - Condition Survey		10,000					
KE504	Station Ramp	7,500	52,500	40,000				
KR145	Town Chambers / Square - External Facade Structural Repairs		45,000					
	Total Housing and Investment	177,500	506,930	939,850	570,500	277,000	157,000	60,000

CAPITAL PROGRAMME - 5 YEAR STRATEGY

Cost Centre	Scheme	2019/20		2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
		Original Budget	Working Budget	Original Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
		£	£	£	£	£	£	£
	Regeneration							
	GD1 land assembly	100,000						
KE454	Town Centre Regen Programme Police Station (GD1)	1,400,000	3,925,000					
KE467	Swingate/CCTV Relocation (GD1)	1,400,000	1,793,730					
KE505	Demolition of Towers Garages and other sites (GD1)		300,000					
KE439	Town Square Improvements (GD1)		3,131,420	2,505,000				
KE466	Bus Interchange (GD3)	4,500,000	500,000	5,875,590				
KE469	Leisure Centre (GD1)	1,400,000	0					
KE506	Public Sector Hub	1,100,000	200,000	900,000		2,474,000	13,384,000	13,384,000
	Total Regeneration	9,900,000	9,850,150	9,280,590		2,474,000	13,384,000	13,384,000
	Community & Neighbourhoods							

CAPITAL PROGRAMME - 5 YEAR STRATEGY

Cost Centre	Scheme	2019/20		2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
		Original Budget	Working Budget	Original Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
		£	£	£	£	£	£	£
KC900	Arts and Leisure Centre - Pipework		231,000					
KC202	Fairlands Valley Park - Aqua	24,000	27,660					
KC228	Stevenage Golf Centre - Boiler Replacement		8,660					
KC224	Leisure Stock Condition		19,810		20,000			
KC225	Bandley Hill Play Centre - Treehouse		29,900					
KC229	Bandley Hill Play Centre - Fencing Replacement	23,000	23,000	8,000				
KC230	Pin Green Play Centre Equipment	35,000	35,000					
KE224	CCTV - Replacement Cameras	20,000	20,000	25,000	5,000	5,000	5,000	5,000
KE507	Cycleways Installations (subject to £100k Arts Council grant bid)	10,000	10,000					
GROWTH	SALC and the Swim Centre Urgent and H&S Works			200,000	280,000	100,000		
GROWTH	SALC Replace Electrical Distribution Boards						30,000	
GROWTH	SALC, Swim Centre, FVP Sailing Centre 2019/20 Backlog H&S Works			73,500				
GROWTH	SALC Investigate Water Leak to Ground Floor			30,000				
GROWTH	Fairlands Valley Park Sailing Centre - Boathouse			12,000				
GROWTH	Stevenage Swimming Centre Pool circulation pumps							15,000
GROWTH	Stevenage Swimming Centre Electrical distribution boards						25,000	
GROWTH	SLL Leisure management - end of contract capital provision					150,000		
GROWTH	Boat house as essential H&S works for dry rot			15,000				
	Total Community & Neighbourhoods	112,000	405,030	363,500	305,000	255,000	60,000	20,000
	Planning & Regulatory							
KE119	Off Street Car Parks (Multi Storey Car Parks)	180,000	189,620		250,000	250,000	250,000	250,000
KE508	Multi-storey Car Park - New Entrances/Resurfacing	15,000	15,000					
KE900	Off Street Car Parks (Surface Car Parks)		0					
KE122	MSCP's Lighting Improvements	20,000	0					
KE516	Town Centre Ramps Improvements		45,000					

CAPITAL PROGRAMME - 5 YEAR STRATEGY

Cost Centre	Scheme	2019/20		2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
		Original Budget	Working Budget	Original Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
		£	£	£	£	£	£	£
KE201	Hard standings	50,000	50,000	50,000	50,000	50,000	50,000	50,000
KE100	Residential Parking	130,000	153,160					
KE470	Electric Car Charging Points		15,000					
KE217	Parking Restrictions	25,000	69,700	25,000	25,000	25,000	25,000	25,000
KE509	Onstreet Contactless pay	10,000	10,000					
KE443	Parking Enforcement - Old Town Permit Parking Area Implementation	11,000	12,000	12,000				
KE444	Coreys Mill Lane - Additional Parking Capacity		25,280	26,000				
KG010	House Renovation/Improvement Grants		0					
KG011	Disabled Facilities Grants		30,000					
GROWTH	Workplace Travel Plan			15,000	15,000	15,000	15,000	15,000
	Total Planning & Regulatory	441,000	614,760	128,000	340,000	340,000	340,000	340,000
	Deferred Works Reserve	29,600	14,600	200,000	200,000	200,000	200,000	200,000
	HRA Schemes							
	Housing Investment Programme (Excluding New Build)	20,118,760	21,218,830	18,670,440	18,633,070	17,655,150	16,238,210	19,215,640
	New Build Programme	27,188,698	10,780,390	31,387,570	39,483,800	19,868,980	14,760,700	13,300,710
	Vehicles and Equipement	55,000	155,000	0	0	0	0	0
	ICT and Vehicles & Equipment	429,300	1,094,620	326,000	135,170	51,320	51,320	51,320
	Total HRA Programme	47,791,758	33,248,840	50,384,010	58,252,040	37,575,450	31,050,230	32,567,670
	HRA use of Resources							
	MRR (Self Financing Depreciation)	22,210,158	21,227,791	11,662,060	13,613,030	12,822,031	14,024,760	14,792,106
	Revenue Contribution & London Housing Consortium Grant	13,946,930						11,719,160

CAPITAL PROGRAMME - 5 YEAR STRATEGY

Cost Centre	Scheme	2019/20		2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
		Original Budget	Working Budget	Original Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
		£	£	£	£	£	£	£
	Un-pooled Receipts (BH902)	0		0	0	0	0	0
	New Build Receipts (BH901)	4,825,017	2,633,769	6,980,232	9,913,698	5,609,792	4,079,739	3,702,600
	Debt Provision Receipts (BH903)	855,393	720,000	861,300	898,200	936,400	975,900	1,058,400
	Section 20 Contribution (BH905)	797,752		3,173,114	1,364,190	1,612,132	73,361	76,069
	Land Receipts	400,000		400,000	4,250,000	919,473	1,183,821	1,219,335
	S106			417,264		30,000	232,649	
	Borrowing	4,756,508	8,556,508	23,802,670	26,602,340	15,640,000	10,480,000	
	Grant		85,800					
	Developer Contributions (Kenilworth)		24,971	3,087,370	1,610,582	5,622		
	Total HRA Use of Resources	47,791,758	33,248,840	50,384,010	58,252,040	37,575,450	31,050,230	32,567,670
	Major Repair Reserve							
	Unallocated B/fwd	(12,028,306)	(10,919,793)	(1,848,452)	(2,672,815)	(1,903,044)	(2,235,197)	(2,016,587)
	Depreciation (increasing MRR)	(12,156,450)	(12,156,450)	(12,486,424)	(12,843,261)	(13,154,181)	(13,806,151)	(14,482,764)
	MRR Used (decreasing MRR)	22,210,158	21,227,791	11,662,060	13,613,031	12,822,027	14,024,761	14,792,106
	Major Repair Reserve Carried Forward	(1,974,598)	(1,848,452)	(2,672,815)	(1,903,044)	(2,235,197)	(2,016,587)	(1,707,245)
	HRA Receipts							
	Unallocated B/fwd	(9,378,927)	(10,132,532)	(9,412,858)	(5,847,708)	(3,755,533)	(1,879,481)	(1,701,713)
	Total HRA Receipts Received	(4,650,147)	(4,131,079)	(4,276,382)	(8,719,724)	(4,670,139)	(4,877,871)	(5,275,185)
	Total HRA Receipts Used by General Fund (Registered Providers)		591,600					
	Repayment of One for One Receipts		905,384					
	Debt Provision Receipts Used for Provision of Interest on Repaid One for One Receipts							
	Total RTB Receipts Used by HRA & General Fund (for RP)	6,080,410	3,353,769	7,841,532	10,811,898	6,546,192	5,055,639	4,761,000
	Total RTB Receipts Carried Forward	(7,948,664)	(9,412,858)	(5,847,708)	(3,755,533)	(1,879,481)	(1,701,713)	(2,215,898)
	Housing Investment Programme (Excluding New Build)							
	Planned Investment including Decent Homes							
KH157	Decent Homes - Redecs	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Various1	Decent Homes - Internal Works	1,731,290	1,618,710	1,705,670	1,802,910	1,779,870	14,403,740	19,195,640
Various2	Decent Homes External Works		205,000					
Various4	Decent Homes - Flat Blocks	12,248,020	12,280,160	12,602,600	12,852,780	11,780,400		
KH300	MRC Miscellaneous		260,000					
KH205	Communal Heating	1,333,030	1,200,000	1,313,300	1,316,820			
KH092	Lift Installation - Inspection & Remedial Works	307,620	437,800	303,070	265,390			
KH287	Temporary Lift Provision - Flat Blocks			450,000	450,000			
KH291	Sprinkler Sysytems - Flat Blocks	1,700,000	1,989,440					
KH294	High Rises - Preliminary Works	190,000	190,000					

CAPITAL PROGRAMME - 5 YEAR STRATEGY

Cost Centre	Scheme	2019/20		2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
		Original Budget	Working Budget	Original Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
		£	£	£	£	£	£	£
	<u>Health & Safety</u>							
KH085	Fire Safety	81,400	81,400	80,190	80,410	79,380		
KH112	Asbestos Management	379,870	379,870	374,250	375,250	370,460		
KH114	Subsidence	102,540	102,540	101,020	101,290	100,000		
KH144	Contingent Major Repairs	420,420	378,940	425,480	435,560	440,000		
	<u>Estate & Communal Area</u>							
KH223	Asset Review - Challenging Assets	615,240	110,000	606,140	607,770	600,000		
KH224	Asset Review - Sheltered (non RED)	410,160	1,300,000	505,120				
	<u>Other HRA Schemes</u>							
KH174	Energy Efficiency Pilot Projects	15,200	15,200	15,150	15,190	15,000		
KH094	Disabled Adaptations	563,970	649,770	569,520	585,320	599,950		
				(401,070)	(275,620)	1,870,090	1,814,470	
	Total Housing Investment Programme (Excluding New Build)	20,118,760	21,218,830	18,670,440	18,633,070	17,655,150	16,238,210	19,215,640
	<u>New Build</u>							
KH233	New Build Programme	27,188,698	10,780,390	31,387,570	39,483,800	19,868,980	14,760,700	13,300,710
	Total New Build Programme	27,188,698	10,780,390	31,387,570	39,483,800	19,868,980	14,760,700	13,300,710
	<u>Vehicles & Equipment</u>							
KH015	Supported Housing Equipment	55,000	30,000					
KH278	Vans for RVS		125,000					
	Total Vehicles & Equipment	55,000	155,000					
	<u>Information Technology General</u>							
KH218	ICT Programme (Business Plan)	81,970						
KH235	ICT Equipment	10,000	10,000					
Growth	Keystone Module (to support fire safety)	32,000	32,000					
Growth	Tablets (x144)	5,330	5,330					
KH268	Infrastructure Investment	110,000	343,290	304,370	133,820	51,320	51,320	51,320
	Sub-total Information Technology General	239,300	390,620	304,370	133,820	51,320	51,320	51,320

CAPITAL PROGRAMME - 5 YEAR STRATEGY

Cost Centre	Scheme	2019/20		2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
		Original Budget	Working Budget	Original Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
		£	£	£	£	£	£	£
	<u>Employer of Choice</u>							
KH259	Replacement HR & Payroll System		610					
KH269	New Intranet		16,380					
	Sub-total EOC		16,990					
	<u>Connected to Our Customers (CTOC)</u>							
KH271	Corporate Website - Redesign		54,870	4,130	350			
KH288	New CRM Technology		369,770	17,500	1,000			
	Sub-total CTOC		424,640	21,630	1,350			
	<u>Housing All Under One Roof Programme (HAUOR)</u>							
KH283	Housing Improvements	190,000	155,960					
KH260	On-Line Housing Application Form		41,750					
KH286	Housing Document Management System		52,660					
	Online Tenants Self-Service		12,000					
	Sub-total HAUOR	190,000	262,370					
	Total Information Technology	429,300	1,094,620	326,000	135,170	51,320	51,320	51,320

GLOSSARY

General Fund Resources	Description
Capital Receipts	Income greater than £10,000 received on disposals of fixed assets, i.e. sales of land, buildings and equipment.
New Build Receipts	Income from the sale of the Council's housing stock used to pay grants to Registered Providers to provide affordable homes for rent.
Grants & Other Contributions	Grants from 3rd parties that contribute to capital financing
S106's - Town & Country Planning Act 1990	Monies from developers / landowners used to support the provision of services and infrastructure, such as highways, recreational facilities, education, health and affordable housing.
LEP (Local Enterprise Partnership) Funding	Central Government funding to support regeneration in Stevenage. This funding is co-ordinated through the Local Enterprise Partnership
R.C.C.O	Revenue contributions to Capital
Regeneration Asset Reserve	Ring fenced reserve of surplus funds generated from regeneration properties to be used to cover any future fluctuations in costs or rental stream or regeneration costs.
Capital Reserve	Reserve allocated for funding capital projects
New Homes Bonus	Government grant to assist the Council in delivering services. Can be used for capital or revenue purposes
Prudentially Approved Borrowing	Borrowing that the Council can afford to take out
Short Term Borrowing and Receipts from Private Property Sale	Borrowing for a short period (less than 12 months) until sales receipt is received.
HRA Resources	Description
MRR (Major Repairs Reserve)	Depreciation charged to HRA revenue is set aside in this reserve to maintain the current housing stock and for future repairs.
Revenue contributions	Revenue contributions towards the cost of capital projects
New Build Receipts	Ring fenced element of the income (also referred to as 1-4-1) from the sale of the Council's housing stock used to provide new affordable homes for rent.
Debt Provision Receipts	Income from the sale of the Council's housing stock used for regeneration or the paying down of the Council's housing debt.
Buy Back Allowance	Income from the sale of Council houses, used to buy back previously sold council homes under the right to buy scheme.
Section 20 Contributions	Capital works recharged to leaseholders
Land Receipts	Money the Council receives following the sale of land and/or buildings
Borrowing	Unsupported borrowing required to fund the HRA capital programme where no other source of funding is available.
Developer Contributions (Kenilworth)	Development partner contributes towards the costs of building the scheme in return for a share of private sales income.
Other Contributions - S106 Affordable Housing	Monies from developers / landowners as part of the planning application requirement, used to support the provision of affordable housing.