

9SPCW11	Review workings with new structure	(50,000)	(50,000)	(50,000)	Refuse and recycling round review software will be evaluated for the opportunities that exist to reduce vehicle usage, overtime and agency labour. An evaluation of the current paper based systems for electronic integration and capture real time information will be carried out. It is envisaged that the procurement of the best option will be made to realise long-term savings. Once the review is complete the Implementations of the best solutions will follow. This will be monitored and reviewed on a monthly basis. A £25k one of cost is necessary to purchase the software.	Med
9SPCW03	Efficiencies in Street Cleansing Team	(70,000)	(70,000)	(70,000)	A review of service delivery will be undertaken to establish activities that do not have a direct impact on the outcome targets and perception of cleanliness across the city. Consultation with the service team and any customers/stakeholders who may be impacted upon by the proposed reforms will take place. An evaluation of expenditure and use of agency labour for service continuity will be carried out to identify further efficiencies. Draft new arrangements for service delivery with full engagement of trade unions and workforce is to be carried out prior to any adoption of the change in working practice to mitigate slippage and conform to the organisational change policy. Implementation of new arrangements and service levels will follow.	Low
9SPCW07	Corporate review staff travel / vehicle arrangements	(25,000)	(25,000)	(25,000)	The Motor Transport manager is to liaise with corporate services to establish current costs of casual car users and identify opportunities of reducing this by better utilisation of pool vehicles. An evaluation of current use of pooled vehicles, type, duration and frequency of use will be made. The establishment of a hierarchy of travel planning at Transport User Group (TUG) is to be obtained. Reassignment of pooled vehicle initiatives will be carried out as a pilot scheme to include an electronic booking system. The system will be reviewed in conjunction with costs and the effect on service delivery and officer time. The CO2 emissions implications of using Council supplied vehicles will also be assessed along with new initiatives and alternate low emission alternative transportation. Implement new procedures/initiatives will be made when full consultation has been achieved at a corporate level.	Low

6.4.9

9SPCW08	Synergies on management restructure	(50,000)	(50,000)	(50,000)	An evaluation of the new City Works organisation structure to identify areas of duplication or opportunities to adopt best systems will be carried out. In addition an evaluation of the non human resources for combined use or integration is to be made.All areas of duplication in resources will be carried out and an evaluation of the impact of operational service continuity will be made.Where resources cannot be absorbed or lost in totality a exercise will be undertaken to Identify where duplicated resources would be used elsewhere in the organisation to provide improved service delivery and result in lower use of agency labour/temporary cover.Consultation and implementation of the initiatives will engage trade unions and the workforce prior to any adoption of the change in working practice.	Med
9SPCW09	Efficiencies in Car Park Cleansing on handover of Westgate	(50,000)	(50,000)	(50,000)	Establishment of a withdrawal from service provision and the impact on the resources deployed is to be carried out. The realignment of the resources to reduce the use of agency labour elsewhere in the unit will be made.It is anticipated that the Highways Officer is to be the budget holder for the maintenance of hard surface areas and that City Works controls Cleansing & Maintenance Budgets for all Car Parks to avoid interdepartmental charges.	Med
9SPCW10	Trade waste increased charges and offering a recycling service	(25,000)	(25,000)	(25,000)	An evaluation of the trade waste position and future LATS Implications is currently in progress although the position is subject to change. An Increase in charges for the recyclable collections is to be made from set date after clear communication with all customers, (subject to market rates). It is intended that the development and marketing of new business streams of waste recycling such as glass and paper collections will be done soon.Utilisation of existing vehicles to maintain low costs and remain competitive in the marketplace will be a priority in all cases.The payment in advance will be looked at, to ensure costs are not at risk for non-payment.	Low
9SPCW11	Efficiencies and increased automation	(25,000)	(50,000)	(50,000)	Refuse and recycling round review software will be evaluated for the opportunities that exist to reduce vehicle usage, overtime and agency labour. An evaluation of the current paper based systems for electronic integration and capture real time information will be carried out. It is envisaged that the procurement of the best option will be made to realise long-term savings. Once the review is complete the implementations of the best solutions will follow.This will be monitored and reviewed on a monthly basis. A £25k one of cost is necessary to purchase the software.	Med

6.42

Totals City Works

(295,000) (420,000) (420,000)

Transport & Parking Business Unit

9SPTP01	RPI increase as per 07/08 (12 months)	(66,000)	(66,000)	(66,000)	This is additional income from an inflation increase to all car park tariffs, excluding the Westgate.	Med
9SPTP02	Rationalise parking operations	(110,000)	(110,000)	(110,000)	The financial details of the park and ride element of car parking has been up dated following the introduction of the increased parking fee introduced in July 2007 and the financial implications of changes in staffing levels have been adjusted.	Med
9SPTP05	Improve efficiency on enforcement	(55,000)	(55,000)	(55,000)	Increased productivity from enforcement team	Med
9SPPL12	Enforcement					Low
9SPTP03	Bring Barns Road tariff in line with other city car parks (9 months)	(13,000)	(13,000)	(13,000)	Under the leasing arrangements for this car park the parking tariff should be the same as the tariff for the other two car parks. Currently it is below the other car park tariffs and will be raised to be the same.	Med
9SPTP04	Synergies on management reorganisation	(40,000)	(40,000)	(40,000)	This is the post of one of the car parks management team who has agreed to discuss redundancy	Med
9SPTP13	Westgate Tariff Increase	(100,000)	(100,000)	(100,000)	This is a tariff increase in line with inflation and will be implemented when the Car park is transferred to Capital shopping centres, this income is charged by the Westgate agreement.	Med
9SPTP09	Westgate agreement CPI future years		(21,000)	(100,000)	This is the impact of CPI inflation on the guaranteed income from the Westgate partnership.	Med

Totals Transport & Parking

(384,000) (405,000) (484,000)

Leisure And Cultural Services Business Unit

9PPLC02	Legionella quarterly testing (Parks buildings)	10,000	10,000	10,000		
9SPLC01	Increase leisure fees in line with inflation	(54,000)	(54,000)	(54,000)	This relates to a 5% increase in income for the Sport & Leisure Centres. This will be achieved by benchmarking the current fees & charges and then subsequently setting each fee/charge to a suitable level which will achieve the income target overall.	High
9SPLC04	Transfer provision of Christmas lights to partner organisation	-	(41,000)	(41,000)	An exit strategy will be formulated with an external partner to enable the transfer of provision of Christmas lights from 2009/10	High
9SPLC08	Review plant and machinery	(5,000)	(5,000)	(5,000)	An efficiency review on use and type of machinery used within parks has been undertaken and as such a reduction of £5k has been identified.	Low

6.43

9SPLC12	Reduce maintenance on Cutteslowe plant nursery	(10,000)	(10,000)	(10,000)	Reduce annual maintenance programme on Cutteslowe Park Nursery	Low
9SPLC13	Increased income from burials - increase fees by 20% in line with average local authority charges	(42,000)	(42,000)	(42,000)	Increase burial fees by 20% as per the proposed fees and charges set within the budget setting process	Low
9SPLC25	Reform of Slice concessions	(10,000)	(10,000)	(10,000)	This relates to the review of the Slice Card.	Med
9SPLC26	Energy efficiency measures at leisure facilities	(40,000)	(40,000)	(40,000)	This relates to the sports & leisure centres reducing their energy costs. This will be achieved by introducing pool covers, reducing water temperatures and managing more effectively their energy consumption especially in the plant rooms.	Low
9SPLC28	Savings on NNDR at leisure facilities	(15,000)	-	-	One -off rates reductions	Low
9SPLC29	Introduce Leisure Charitable Trust in 3rd Quarter	(30,000)	(700,000)	(700,000)	This relates to proposals regarding the implementation of a Leisure Trust.	High
9SPLC05	Absorb vancancy in Events Team	(24,000)	(24,000)	(24,000)	To be reduced to £24k annual saving reflecting deletion of a vacant part time post.	Med
9SPLC06	Reduce Water Use Through Selective Planting	(40,000)	(40,000)	(40,000)	It is proposed to reduce the number of hanging baskets within the city centre by 50%. Bedding will not be reduced in City Parks or cemeteries but will be reduced outside the city except those floral displays that are sponsored by third parties.	Low
9PPLC03	Leisure Base Position	222,000	222,000	222,000		
9SPLC31	Savings As A Result of Leisure Steering Group	(50,000)	(50,000)	(50,000)	A review of the Leisure Restructure	High
Totals Leisure And Cultural Services		(88,000)	(784,000)	(784,000)		
Total City Services		(867,000)	(1,689,000)	(1,768,000)		
Support Services Directorate						
Human Resources Business Unit						
9SFHR01	Restructure HR & Training Administration	(100,000)	(100,000)	(100,000)	The £100k HR savings is planned to be achieved with effect from April 2008. Following extensive consultation the HR (including training, OD, Health and Safety and Payroll) team will be re-structured. The re-structure reduces the headcount from 23 fte to 18.5 fte. All staff in HR with exception of the Health and Safety Officer were notified they are at risk on 16.1.08. It is expected that internal selection would be complete by 6.2.08. There has been one request for voluntary redundancy to date.	Med

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9SFHR02	Efficiencies in Payroll / HR Totals Human Resources	- <u>(100,000)</u>	(40,000) <u>(140,000)</u>	(40,000) <u>(140,000)</u>	See above	Med
Financial & Asset Management Business Unit						
9SFFA01	Additional Property Income	(100,000)	(219,000)	(332,000)	Forecasts of property income are undertaken quarterly to see how latest rent reviews and occupancy may effect future income. The review in September suggested that a further £50k could be achieved on top of the increases already in the 2008-9 base budget.	Low
9SFFA02	Strategic Support to Services	(40,000)	(40,000)	(40,000)	Changes in the way that Financial support is provided to services reflecting the restructured units should result in the reduction of 1 post.	High
9SFFA03	Revise Cash Van Contract	(15,000)	(15,000)	(15,000)	Reduction in Cash van collection costs reflecting fewer and less frequent collections linked to Westgate Transfer	Med
9SFFA04	Reorganise Management of Lease Renewals	(40,000)	(40,000)	(40,000)	Looking at the functions of Asset management and reviewing whether routine work can be more effectively delivered through partnership with other local authorities or the private sector. This saving has been achieved through a vacant post and the initial proposal now forms part of the Year 2 support service savings target.	High
Totals Financial & Asset Management		<u>(195,000)</u>	<u>(314,000)</u>	<u>(427,000)</u>		
Legal & Democratic Services Business Unit						
9SFLD01	Reduce number of committee meetings and volume of paper	(24,500)	(40,000)	(40,000)		High
9SFLD02	Legal - Reduction in FTE through Retirement	(20,000)	(20,000)	(20,000)	reduction in FTE through retirement - this is the retirement of one Solicitor under the flexible retirement policy. The proposal is that this individual would reduce their working pattern from 5 to 3 days a week.	Low
9SFLD03	Printing Committee Agendas - Fewer hard copies	(3,000)	(7,000)	(8,000)	this is a further pruning of the distribution lists for hard copies of committee papers.	Low
9SFLD04	Rationalise Support within LDS and Corporate Secretariat	(35,000)	(35,000)	(35,000)	this is the deletion of the Members Services Officer post following the departure of the previous post holder. The Corporate Secretariat will take on part of the role previously carried out by this post holder.	Low
9SFLD05	Use of On-Line Debt Recovery - preferential Court Fees	(10,000)	(10,000)	(10,000)	this is issuing, whenever possible, proceedings on line rather than at the Court or by post in order to take advantage of lower Court fees payable when using that method.	Low
Totals Legal & Democratic Services		<u>(92,500)</u>	<u>(112,000)</u>	<u>(113,000)</u>		

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9SFBS02	Business Systems Business Unit Post saving	(40,000)	(40,000)	(40,000)	The creation of a Transformation Unit will produce a saving of one FTE post within Business Systems	Med
	Totals Business Systems	<u>(40,000)</u>	<u>(40,000)</u>	<u>(40,000)</u>		
9SFFM01	Facilities Management Business Unit Copier/Post Room Savings	(12,000)	(12,000)	(12,000)	This saving has already been put in place. A part time post room supervisor post has been deleted and the work re organised with in the team and additional income being achieved from other NFP organisations who we provide a copier service to..	Med
9SFFM02	Procurement efficiencies / shared working arrangements	(8,000)	(8,000)	(8,000)	The saving will be achieved as a result of providing a joint procurement service to other Oxfordshire districts. Procurement staff are now also undertaking some procurement work for Cherwell and the Vale and the cost of their salary , plus overheads is being recovered.	Med
9SFFM03	Town Hall increased charges & additional bookings	(25,000)	(25,000)	(25,000)	The Town Hall will achieve the additional income through a combination of An increase in the commercial hire charge Increased use (the percentage of non Council use is increasing year on year.) Increased income from the catering contract	Med
9SFFM04	Clean offices once a week	(20,000)	(20,000)	(20,000)	The caretaking and cleaning services structure has been changed to make this saving and is already in place. The structure change will enable the team to still clean the offices 2/3 times a week, however capacity to take on non standard tasks is limited.	Med
9SFFM05	Move Tourist Information Centre to Town Hall		(50,000)	(50,000)		
	Totals Facilities Management	<u>(65,000)</u>	<u>(115,000)</u>	<u>(115,000)</u>		
	Support Services					
9SFACS02	Reduce Bad Debt provision to reflect improved debt recovery by R&B	(40,000)	(40,000)	(40,000)		Low
9SFACS05	Corporate Services Future Years Savings	-	(200,000)	(200,000)		Med
	Total Finance & Corporate Services	<u>(40,000)</u>	<u>(240,000)</u>	<u>(240,000)</u>		
	Total Support Services	<u>(532,500)</u>	<u>(961,000)</u>	<u>(1,075,000)</u>		
	All Directorate & Corporate Grand Total	<u>(3,118,000)</u>	<u>(4,369,500)</u>	<u>(4,547,500)</u>		

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General Fund Projection 2008-09 to 2010-11

	2008-09 £'000	2009-10 £'000	2010-11 £'000
Total Business Unit budget from 2007-08 (adding back turnover)	32,879	33,947	35,502
Changes to base	(498)	(62)	
Updated base	32,381	33,885	35,502
Inflation	1,566	1,617	1,670
Inflated net spending	33,947	35,502	37,172
Policy changes and Corporate pressures			
Revenue contribution to maintenance backlog	200	400	400
Headroom for risks		695	683
Contribution to HRA for iWorld	157	157	157
Concessionary fares	(300)	(300)	(300)
New pressures Dec 07	366	380	380
Westgate agreement	-	-	-
Rent review St Aldates Chambers		225	225
Transfer to OWP	71	71	71
HMO additional Licensing	50	50	50
Revised net spending	34,491	37,180	38,838
Corporate Accounts			
Capital charges and SLAs	1,364	1,487	1,552
less: Asset Management Revenue Account	(1,228)	(1,233)	(1,236)
less: Transfer to capital reserve	(3,197)	(3,197)	(3,197)
Local Cost of Benefits	-	-	-
Investment Income	(2,429)	(2,000)	(1,850)
Interest Payable	1,442	1,373	1,373
Pensions increase	567	567	567
	31,060	34,227	36,097
less: 2008-09 budget proposals	(3,534)	(4,800)	(4,978)
Remaining savings target	-	(1,360)	(2,509)
Total Net Spending Requirement	27,526	28,067	28,610
less: External Support	(16,366)	(16,570)	(16,766)
less: Income from Council Tax	(11,159)	(11,496)	(11,844)
Contribution (to)/from balances	0	0	(0)
Target for additional efficiencies and review of discretionary spend		500	1000
Balance to find		860	1,509

6.47

Housing Revenue Account

2008 – 2009

Oxford City Homes

Housing Revenue Account
Budget 2008/09

Service Description	Unapproved Budget for 2008/09
INCOME	
Dwellings - Rent	(29,851,599)
Service Charges	(692,333)
Shops/Garages/Furn./Other Rent	(1,897,690)
Interest On Balances	(320,000)
Contracting	(13,069,686)
Fees/Other	(1,225,700)
National Subsidy Payment	15,689,176
Item 8 Interest Payable	1,238,651
Net Income	(30,129,181)
EXPENDITURE	
Tenancy Services	
Local Housing Management	1,151,575
Rent/Income Collection	907,879
Tenant's Participation	272,854
Tower Blocks And Flats	542,849
Caretaking Services	641,981
Furnished Tenancies	383,869
Contact Centre	523,914
Contracting Prime Costs	10,712,556
Repairs Service	
Day To Day Responsive Repairs	2,790,232
Planned Maintenance	4,583,852
Operational Management	2,178,915
Overheads	
Management/Infrastructure	4,427,686
Major Projects/Policy/Technical	738,226
Depreciation	7,232,232
Total OCH Expenditure	37,088,620
Net Cost - OCH	6,959,439
Other Costs and Appropriations	
AMRA	(7,232,232)
CDC, Pension & Retirement Costs	219,763
Appropriations - HRA	42,935
Job Evaluation	215,280
Pension Increase Due	224,802
Total Other Costs & Appropriations	(6,529,452)
Total HRA Surpluss -/Deficit for 2008/11	429,987
One off Savings/ Contributions	(1,259,987)
Proposed Budget	(830,000)

6.49

HRA

Proposed Savings & Pressures For Inclusion In 2008/09 Budget

Reference	Description	2008-09	2009-10	2010-11	Additional Explanation	Risk
		£	£	£		
Housing Health & Community						
9SHRA1	Oxford City Homes Vehicle Management	(80,000)	(127,000)	(127,000)	Monitoring Vehicle Traffic Flows. Increased efficiency / productivity means there will be no adverse impact on service delivery.	Low
9SHRA2	Reduce Operative Sickness Levels	(90,000)	(90,000)	(90,000)	Reduce long term sickness levels. Better use of sickness absence policy has been applied since September 07. Increased efficiency / productivity means there will be no adverse impact on service delivery.	Low/ Med
9SHRA3	Reduce FTE employee numbers	(376,000)	(376,000)	(376,000)	Reduce FTEs by 4% by the end of 2008/09. Increased efficiency / productivity means there will be no adverse impact on service delivery. This has been achieved.	Low
9SHRA4	Housing Improvement Budget	(191,000)	(191,000)	(191,000)	Delete budget. Budget created following housing inspection. It is not being used as many improvement initiatives are being met from existing budgets or specific bids.	Nil
9SHRA5	Contingency Budget	(40,000)	(40,000)	(40,000)	Remove budget.	Low
9SHRA6	Furnished Tenancy Equipment	(70,000)	(70,000)	(70,000)	Take up of furnished tenancies is now more responsive around void turnover. Expenditure has reduced accordingly.	Low
9SHRA7	Service Level Agreements	(72,675)	(72,675)	(72,675)	Reduction in recharges from the General fund.	Nil
9SHRA8	Unidentified Savings	(77,325)	(77,325)	(77,325)	Review budgets and identify permanent savings. Savings identified through monthly monitoring.	
9PHRA1	Fire Reform Consequences	95,000	95,000	95,000	Planned maintenance programme over 18 months -2 years for Emergency Lighting, Fire Doors to Electrical Cupboards, fireboarding of understairs in electrical cupboards, controlled entry to five blocks, upgrading of internal communal fire doors,	
9PHRA2	Respect Agenda	25,000	25,000	25,000	Implementation of the Respect Agenda	
9PHRA3	Diversity Issues	40,000	40,000	40,000	Following the Housing Inspection Oxford City Homes came out weak in the area of diversity. An additional budget is required to carry out some diversity awareness training for all Oxford City Homes staff, printing costs for posters etc. and providing documents in different languages and/or other formats.	
9PHRA4	Housing Officer	30,000	30,000	30,000	To provide administrative support to the Housing Management teams and cover for surgeries.	
9PHRA5	CDM Compliance	10,000	10,000	10,000	To enable compliance with regulations	
9PHRA6	Feasibility Studies	40,000	40,000	40,000	The asset management plan proposals will require a number of studies to be prepared for mixed schemes (Sheltered/ Tower Blocks & Maisonettes). Specialist assistance will be required	
Total Oxford City Homes		(757,000)	(804,000)	(804,000)		

6.50

Oxford City Homes
Budget 2008/09 to 2010/11

Revenue Account

Service Description	Approved Budget for 2008/09	Unapproved Budget for 2008/09	Pressures & Savings Reference	Unapproved Budget for 2009/10	Unapproved Budget for 2010/11
INCOME					
Dwellings - Rent	(28,815,112)	(29,851,599)		(31,294,803)	(32,677,819)
Service Charges	(672,169)	(692,333)		(713,102)	(734,494)
Shops/Garages/Furn./Other Rent	(1,468,369)	(1,897,890)		(1,927,891)	(1,958,997)
Interest On Balances	(320,000)	(320,000)		(320,000)	(320,000)
Contracting	(13,021,792)	(13,069,686)		(13,118,187)	(13,168,142)
Fees/Other	(1,220,338)	(1,226,700)		(1,231,223)	(1,236,911)
National Subsidy Payment	13,071,431	15,689,176		15,143,433	16,668,096
Item 8 Interest Payable	1,206,508	1,238,651		1,232,361	1,235,022
Net Income	(31,239,841)	(30,129,181)		(32,229,411)	(32,193,046)
EXPENDITURE					
Tenancy Services					
Local Housing Management	1,021,546	1,151,575	9SHRA3 9PHRA2,4	1,176,559	1,217,626
Rent/Income Collection	898,088	907,879	9SHRA3	936,938	966,802
Tenant's Participation	262,299	272,854	9SHRA3	282,202	291,814
Tower Blocks And Flats	529,776	542,849		558,707	575,034
Caretaking Services	624,844	641,981	9SHRA3	665,374	689,407
Furnished Tenancies	439,716	383,869	9SHRA3,6	398,260	413,072
Contact Centre	493,759	523,914	9SHRA3	543,773	564,158
Contracting Prime Costs	10,397,837	10,712,556	9SHRA1,2,3	11,233,665	11,803,478
Repairs Service					
Day To Day Responsive Repairs	2,816,133	2,790,232	9SHRA3 9PHRA1	2,871,089	2,954,372
Planned Maintenance	4,450,342	4,583,852	9SHRA3	4,774,234	4,888,240
Operational Management	2,136,171	2,178,915	9SHRA3	2,265,383	2,354,156
Overheads					
Management/Infrastructure	4,759,777	4,427,686	9SHRA3,5,7,8 9PHRA3,6	4,542,186	4,659,872
Major Projects/Policy/Technical	934,049	738,226	9SHRA3,4 9PHRA5	773,838	810,422
Depreciation					
	7,232,232	7,232,232		7,232,232	7,232,232
Total OCH Expenditure	36,796,569	37,088,620		38,254,441	39,420,684
Net Cost - OCH	5,556,728	6,959,439		6,025,030	7,227,638
Other Costs and Appropriations					
AMRA	(7,232,232)	(7,232,232)		(7,232,232)	(7,232,232)
CDC, Pension & Retirement Costs	209,501	219,763		222,288	224,889
Appropriations - HRA	204,976	42,935		42,935	42,935
Job Evaluation	208,000	215,280		222,778	230,501
Pension Increase Due	217,200	224,802		232,632	240,697
Total Other Costs & Appropriations	(6,392,555)	(6,529,452)		(6,511,599)	(6,493,210)
Total HRA Surplus -/Deficit for 2008/11	(835,827)	429,987		(486,569)	734,428
One off Savings/ Contributions		(1,259,987)			
Savings Required 2009/10				(343,431)	(343,431)
Savings Required 2010/11					(1,220,997)
Proposed Budget		(830,000)		(830,000)	(830,000)

6.5.1

Capital Programme

2008 – 2009

Capital Programme - General Fund

	2008/9 Budget £'000s	2009/10 Budget £'000s	2010/2011 Budget £'000s
MT Vehicles/Plant Replacement Prog. Food Waste Scheme Funded by Supported Borrowing	1,852 (1,852)	1,340 (1,590)	1,447 (1,447)
Developer Contribution projects Funded by Developer Contribution	1,200 (1,200)	1,900 (1,900)	
Private Housing Grants Expenditure Funded from Govt Grant	800 (320)	800 (320)	800 (320)
Private Housing Grants - Oxford City Contribu	480	480	480
Area Committee Projects	200	200	250
Loft insulation - means tested scheme	100		
Community Centres	250	575	575
Food Waste Pilot	44		
Cowley Centre Local Council Office	40		
Provisions for Orlit Redevelopment (note 1)	500		
Warren Crescent	375		
Jericho community centre (OCC contribution)			100
Leisure Centre Improvement (note 2)	300	600	
Building Improvements (note 3)	590	900	900
Total	2,879	2,755	2,305
Funded by Revenue contributions	200	400	400
To be funded by Oxford City Council	2,679	2,355	1,905
Balance of Capital Receipts b/fwd	2,200		
Funding Gap each year	- 479	- 2,355	- 1,905
Total General Fund Capital Expenditure	6,251	6,565	4,072

If future capital receipts are not used to support the capital programme then Prudential Borrowing must be used and funded within the General Fund Revenue Budget. This will only be feasible once the revenue budget has been balanced by savings over the three years to 2010-11.

Notes

1. Not expected to be needed
 2. If required and best value
 3. Subject to review of asset management plan.
- The funding gap in 2008-09 should not occur because elements above are provisions which will not all be needed. Building Improvement works will not be commissioned if they create a funding gap.

Oxford City Homes
Capital Programme & Funding Summary

	2007/08	2008/09	2009/10	2010/11
	£000's	£000's	£000's	£000's
Capital Spend Requirement				
Decent Homes	8,132	9,228	7,137	6,614
Other-Disabled Adaptations	500	500	500	500
Sheltered-Decency and remodelling	1,268	4,057	3,556	3,236
Tower Blocks-Decency and other essential works		2,750	2,750	2,754
Other-Mascall Avenue	1,400	1,778		
Inflation @ 3% per year		328	609	900
Shops/100 acres		150	150	200
Funds Required	11,300	18,791	14,702	14,204
Funds Available				
Supported Borrowing	546	546	546	
MRA	5,190	4,900	4,850	4,800
RCCO's	2,224	830	830	830
Capital Receipts				
- Right To Buy's	300	300	300	300
- Other - Actual/Contracted	7,102	5,783	0	0
- Other - Approved	4,749	1,988	4,268	3,405
	20,112	14,347	10,794	9,335
Funding Surplus / (Shortfall) per year	8,812	(4,444)	(3,908)	(4,869)
Cumulative	12,021	7,577	3,669	(1,200)

6.54

Fees and Charges

2008 - 2009

POLICY, PERFORMANCE & COMMUNICATION - Fees & Charges 2008-0

Oxford Information Centre

Guided Walking Tours

New charges implemented from January 2008

	DESCRIPTION	2007-08 FEE PAYABLE	2008-09 FEE PAYABLE
General	Adult	£6.50	£7.00
	Senior		£6.50
	Child	£3.00 each	£3.50
Morse	Adult	£7.00 each	£7.50
	Senior		£7.00
	Child	£3.00 each	£4.00
Family tours	Adult No Senior		£5.50
Themed Tours	Child		£3.50
	Adult No Senior		£7.50
Pottering in Harry's Footsteps	Child		£4.00
	Adult		£9.50
	No Senior Child		£4.00
Pre-booked Tours	Up to 19 English speaking people	£78.00 per guide	£82.00 per guide
	Up to 19 with language guide	£86.00 per guide	£89 per guide

Accommodation

	DESCRIPTION	2007-08 FEE PAYABLE	2008-09 FEE PAYABLE
Booking Fees	Booking fees (+10% deposit of the value of accommodation)	£4.00	£4.00
Book a Bed Ahead	Booking fees (+10% deposit of the value of accommodation)	£4.00	£4.00
Advanced Telephone Bookings	Booking fees (+10% deposit of the value of accommodation)	£5.00	£5.00

Note - deposits are refundable by the accommodation provider upon payment in full

FINANCIAL AND ASSET MANAGEMENT Business Unit - Fees & Charges 2008-09

Estate Management Fees and Charges

<u>Acquisition or Leasing of Leasehold property</u>		2007-08	2008-09
Rent up to £9,999 per annum	Lump sum of:	£750	£750
Rent between £10,000 and £49,999 p.a.	%age of rent agreed	5%	5%
Rent between £50,000 and £99,999 p.a.	%age of rent agreed	3%	3%
Rent over £100,000 p.a.	%age of rent agreed	2%	2%

Settlement of Rent Reviews and Lease Renewals of Leasehold property

Rent up to £9,000 per annum	Lump sum of:	£500	£500
Plus additional %age:			
On the rent between £10,000 and £49,999 p.a.		2%	2%
On the rent between £50,000 and £149,999 p.a.		1%	1%
On the rent over £150,000 p.a.		1/2%	1/2%

Acquisition or Disposal of Freehold property

Capital value up to £99,999	Lump sum of:	£1,000	£1,000
Capital value between £100,000 and £499,999	Lump sum of:	£2,500	£2,500
Capital value between £500,000 and £2 million	Lump sum of:	£5,000	£5,000
Capital value over £2 million	Lump sum of:	£7,500	£7,500

Valuation of Leasehold and Freehold property

Rental value up to £9,999 per annum	Lump sum of:	£250	£250
Rental value between £10,000 and £49,999 p.a.	Lump sum of:	£500	£500
Rental value between £50,000 and £99,999 p.a.	Lump sum of:	£750	£750
Rental value over £100,000 p.a.	Lump sum of:	£1,000	£1,000
Capital value up to £99,999	Lump sum of:	£500	£500
Capital value between £100,000 and £499,999	Lump sum of:	£1,000	£1,000
Capital value between £500,000 and £2 million	Lump sum of:	£2,000	£2,000
Capital value over £2 million	Lump sum of:	£3,500	£3,500

Consents

To Assignments and Subletting	Lump sum of:	£600	£750
Alteration of Lease terms or consent for alterations	Lump sum of:	£600	£750
If both an alteration and alienation	Lump sum of:	£800	£1,000
Vendors consent (minor works)	Lump sum of:	£125	£125
Administration fee (if under 5 working days notice)	Lump sum of:	£75	£75

Other matters

Actions taken on all other matters, including the following, will be charged at the Composite Hourly Rate of £85 per hour (2007/08: £75 per hour).

Removal of restrictive covenants, Agreement of Easements, Sub-station agreements, Encroachments, Enfranchisement and Dilapidations Negotiations, Insurance Valuations, Feasibility Studies and Negotiation of Service Tenancies.

LEGAL AND DEMOCRATIC SERVICES Business Unit - Fees and Charges 2008-09

	DESCRIPTION	2007-08 FEE PAYABLE	2008-09 FEE PAYABLE
Elections and Electoral Registration	Hire of ballot boxes	£10	£10
	Certificates of Registration	£10.50	£10.50
	Copies of marked electoral register	£7.50 per polling district	£7.50 per polling district
Legal Services	Copies of legal documents	£15 + 10p per page	£15 + 10p per page
	Costs recovered from 3rd parties in legal transactions		Value of time spent based on hourly rate decided by Head of Legal & Democratic Services

FACILITIES MANAGEMENT & CORPORATE PROCUREMENT Business Unit-
Fees & Charges 2008-09
TOWN HALL FEES & CHARGES

Room prices (per full or part hour, minimum reservation of 2 hours):	2008-09 £		2008-09 £
Main Hall	158.00	Main Hall	32.00
Assembly Room	97.00	Assembly Room /Old Library	22.00
Old Library	97.00	All other rooms	17.00
Long Room	67.00		
Meeting Rooms	35.00		
Gallery		Technical Facilities	
Community & charitable exhibitions, daily rate + 20% commission	35.00 per day	Data projector	50.00
Special concession 25% commission	Nil	Display stands (various)	5.50
All other use Mon - Sat 09:00 - 18:00 hrs, Sun 10:00 - 16:00 hrs	125.00 per day	Flipchart, pad & pens	14.00
Outside above hours, hourly charge	67.00	Laptop computer	50.00
		Lectern – table	3.00
After 12 midnight per hour	185.00	Lectern – free standing	5.00
Sunday supplement (outside 10.00 – 16.00)	25%	Long Room a/v equipment	50.00
		Overhead projector	9.50
Social Events 18:00 – 2359 hours with 1 hours clearance to 01:00 hours		PA system (Main Hall)	55.00
		PA system with music facility	75.00
Main Hall	1,800.00	Remote microphone	10.00
Assembly Room and/or Old Library	1,550.00	Room divider	15.00
		Screen 2.95m x 2.19m	50.00
		Screen 4.17m x 3.10m (Main Hall only)	50.00
		Slide projector	20.00
Discounts (not accumulative, not applicable for Social Events and Gallery fees or Sunday)		Sound enhancement system (Old Library, St Aldate's Room, Council Chamber)	44.00
Concessionary Meetings	50%	Stage extension per unit 2mx1m	4.50
Preparation, Clearance or Rehearsal	50%	Stage units 1m x 4m	9.00
		VHS player & monitor	22.00
6 hours or more consecutive at the standard price	20%	Lighting	
		Balcony Halogen Lights – per unit (Main Hall)	2.50
Agency, room hire fees only to a max of	12.5%	Spotlights (Main Hall)	11.00
Civil Wedding Ceremony (2 hour reservation)		Musical Equipment	
Main Hall	315.00	CD, cassettes and Mixer (Main Hall)	50.00
Assembly Room/Old Library	225.00	Organ – Events	94.00
Barrister's Room	165.00	Organ – rehearsal/practice (per hour)	11.00
The Gallery	165.00	Piano – events	65.00
St Aldate's Room	165.00	Piano – rehearsal/practice (Per hour)	10.00
Royalties		Catering	
Concerts	175.00	Servery	50.00
All other events including music, films, video, DVD films or promotional events		Round table	5.00
		Round table with linen cloth	10.00
		Licence Holders & Door Supervisors	
		THE Personal Licence holder	25 - 100
		Door Supervisors (per hr per Supervisor)	15.00

6.59

COMMUNITY HOUSING Business Unit - Fees & Charges 2008-09

All Charges are Weekly	2007-08 Charge per Unit (£)	2008-09 Charge per Unit (£)
Private Lease Scheme [Heat,Light,Cook] - 1 & 2	13.65	13.50
Private Lease Scheme [Heat,Light,Cook] - 1	7.46	-
Private Lease Scheme Rent	213.70	219.06
Private Lease Scheme Water & Sewerage Charge	1.58	2.00
Nightly Charge Rent	175.00	183.75
Additional Pendant Alarm - Sheltered	1.91	1.98
Additional Pendant Alarm - Scheme	0.63	0.64
Elderly Alarm Charge - Individual and Private	5.57	5.57
Elderly Alarm Charge - Scheme	5.57	5.57
Warden Charge - 1	18.39	19.05
Warden Charge - 2	9.94	10.30
Warden Charge - 3	6.91	6.98
Monitored Alarm Charge	-	2.78
Installation of Alarm Equipment	-	10.00
Monitoring Service at Bridges Close & Wordsworth Road	-	15.62
Monitoring Service at Blackbird Leys Telecare	-	12.68
Monitoring only - Client own Equipment	-	0.50