

**HERTFORDSHIRE COUNTY COUNCIL**

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**REPORT OF THE POLICY COMMITTEE  
27 JANUARY 1999**

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**NOTE:** A full copy of the resource budget has been sent to all members and a full copy of the report on the Scheme of Delegation to Officers is enclosed. Any members who require a full copy of the report 'Hertfordshire County Council and Europe' or a further copy of any report should contact Janet Purcell, Room 222, County Secretary's Department, County Hall, Hertford. (Telephone: 01992 555562)

**1. COUNTY COUNCIL RESOURCE BUDGET 1999/00 - 2002/03**

(See also supplementary report of the Chief Financial Officer – to follow)

**1. Background**

- 1.1 The Policy Committee have received and considered various reports since last June, providing information about a strategy for the 1999/00 budget and beyond. The Resource Budget which has been developed includes both revenue and capital budgets.
- 1.2 On 17 December 1998 the Policy Committee set guideline revenue budget figures for service committees to use when developing their recommended budgets in January. These targets were shaped by the provisional spending allocations provided by Central Government, and forward projections of the budget pressures faced by the County Council. Service committee recommendations to meet the revenue guideline figures were reported back to, and considered by the Policy Committee on 27 January together with the latest information then available about resources, pay inflation, council tax levels and reserves. At this meeting of Policy Committee the recommendations of the Member Reference Group on Capital Programme and Priorities with regard to capital allocation to committees were also considered.
- 1.3 On the basis of this information the Policy Committee proposed a budget which would result in:-
  - A revenue budget of £743.4 million,
  - A contribution to council tax benefit costs of £1.1 million,
  - County Funded capital expenditure of £7.8 million,
  - A withdrawal of £1.0 million from reserves,
  - A £3 million reduction in the level of revenue funding for capital to be replaced by equivalent capital funding,
  - Estimated general reserves (excluding school reserves) as at 31 March 1999 of £12.1 million,
  - A provisional Band D Council Tax of £582.29 an increase of £52.87 (9.99%) on this year.

- 1.4 This report summarises the information discussed by the Policy Committee. Detailed information is contained in the full report to the Policy Committee, and the budget reports considered by the committees during the last committee cycle.
- 1.5 A supplementary report will follow which will update the Council on budget related issues that have arisen since Policy Committee, and will include information on pay awards, the final SSA settlement and the level of council tax.

## **2. What the Committee are recommending**

- 2.1 The Committee's recommendations are set out at section 6 of this report.

Recommendation 1 proposes the reduction of current revenue budget funding for capital expenditure by £3 million and that the reduction be met from other capital resources.

Recommendation 2 sets out the proposed withdrawal from general reserves in support of the revenue budget.

Recommendation 3 sets the proposed revenue budgets for each committee including central items and the cost of council tax benefit. (This takes into account the effects of recommendations 1 and 2).

Recommendation 5 proposes approval of the contractually committed capital programme (Appendix 5 of this report).

Recommendation 6 proposes approval for 100% of capital receipts to be made available to support capital expenditure.

Recommendation 7, 8 and 9 set out the proposed creation of specific reserves from general reserves and additional capital receipts in 1998/99.

Recommendations 4, 10, and 11 are broadly technical.

Recommendations 12 to 14 concern the guidelines and process for service committees to develop their capital programmes.

Recommendation 15 proposes the establishment of a standing Capital Panel to annually review the capital programme and develop the capital strategy.

- 2.2 The recommendations lead to a revenue budget of £743.423 million (excluding council tax benefit costs) supported by funding from capital resources of £3.0 million and a withdrawal from reserves of £1.0 million in 1999/00. At this budget the contribution to council tax benefit costs would be £1.133 million. Recommended committee budgets are shown in Table 1 below.

Table 1: Recommended Budget

	<b>Revenue</b> <b>£'000</b>
Community Services	48,493
Education	439,191
Environment	60,018
Policy	9,027
Social Services (net of grants)	160,116
Central Items	26,578
	<b>743,423</b>
Capitalisation of Maintenance	(3,000)
Use of Reserves	(1,000)
Council Tax Benefit	1,133
	<b>740,556</b>

- 2.3 The recommended revenue budget for 1999/00 is shown in Appendix 1 in the usual County Fund Summary format. The recommended budget of £743.423 million represents an increase of £34.5 million or 4.9% over the current year (after making adjustments for Community Care funding, and other smaller adjustments and excluding the contribution to council tax benefit costs).
- 2.4 Table 2 overleaf analyses the change on the adjusted budget for inflation, pressures for change, savings and growth.



- 2.7 Table 3 below analyses the increase between the adjusted 1998/99 budget and the original budget 1999/00 by committee on the basis that provision for 1999/00 pay awards will be allocated to services during the year on the current estimated basis. A more detailed analysis is provided in Appendix 2. Appendix 3 shows the pressures for change and recommended savings for 1999/00. Appendix 4 shows growth items which are supported by further offsetting savings identified by committees, together with areas for additional expenditure recommended by Policy Committee.

**Table 3 : Change in Revenue Committee Budgets 1998/99 to 1999/00**

<b>Committee:</b>	<b>£'000</b>	<b>% Increase/(decrease)</b>
Community Services	2,651	5.8
Education	22,004	5.3
Environment	3,473	6.1
Policy	370	4.3
Social Services	6,570	4.3
Central Items	(565)	(-2.1)
<b>Total Revenue Movement</b>	<b>34,503</b>	<b>4.9</b>

- 2.8 The recommended Capital Programme for contractually committed County Funded schemes is set out in Appendix 5. These amount to £1.9 million in 1999/00. The capital allocations for committees for new capital starts in 1999/00 are shown in recommendation 12 of Policy Committee on page 8 of this report.

### **3. Sustainability**

- 3.1 This section compares expenditure levels resulting from the recommended budget, with resource estimates to indicate the level at which council tax increases and the use of reserves need to be used to support the revenue expenditure in 1999/00. It also examines the longer term outlook for expenditure and resources.
- 3.2 Table 4 below compares the recommended revenue budget with the provisional SSA. This shows, in the absence of any further changes, the extent to which council tax increases, reserves and capital resources will be used to support the revenue budget in 1999/00.

**Table 4 : Comparison of Recommended Revenue Budget to Resources 1999/00**

	<b>Revenue Budget £'000</b>
Recommended Revenue Budget	743,423
Provisional SSA	721,045
<b>Difference</b>	<b>22,378</b>
Funded by:	
Council Tax	18,378
Use of Capital Resources	3,000
Use of Reserves	1,000
	<b>22,378</b>

- 3.3 Table 5 below projects the resource budget recommended by the Policy Committee over the next four years and compares the outcome with forecast resources. Pressures for additional spending in future years arise from demographic pressures particularly within Education and Social Services, increasing costs of employers' pension fund contributions, and pay and price inflation assumed to be at 2.5% per year.
- 3.4 Sustainability of the budget in future years depends on expenditure projections, the level of reserves, and central Government spending allocations. The resource forecast shown in Table 5 assumes annual increases in SSA in 2000/01 and 2001/02 in line with the statements made in the Comprehensive Spending Review last July, while the projection for 2002/03 is based on the projected long term inflation rate.

Table 5 – Comparison of Projected Revenue and Expenditure and Resource Estimates

	<b>1999/00</b>	<b>2000/01</b>	<b>2001/02</b>	<b>2002/03</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
Revenue Expenditure	743.4	768.1	794.4	821.9
SSA	721.0	759.6	800.0	820.0
<b>Difference</b>	<b>22.4</b>	<b>8.5</b>	<b>(5.6)</b>	<b>1.9</b>

- 3.5 Table 6 below shows the forecast of general capital resources and the county funded programme expenditure. This assumes the use of £3 million of capital resources a year to replace revenue funding of annual provisions.

Table 6 – Comparison of Projected General Capital Resources and County Funded Expenditure

	<b>1999/00</b>	<b>2000/01</b>	<b>2001/02</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>
Total Available Capital Resources	7.8	7.5	7.5
County Funded Capital Expenditure	7.8	7.5	7.5
<b>Difference</b>	<b>-</b>	<b>-</b>	<b>-</b>

#### **4. Impact on Council Tax Payers**

- 4.1 With a recommended budget set at £743.4 million, and assuming a collection fund surplus of £1.6 million, the Band D Council Tax for County Services would be £582.29, an increase of 9.99% or £52.87 over the current year. The Band D tax at SSA would be £534.54 an increase of 1.0% or £5.12 over the current year. Appendix 6 provides further information on the tax bands and tax levels.

## 5. Resolutions of the Policy Committee

In addition to the budget recommendations set out at Section 6, the Policy Committee also passed the following resolutions (numbered as shown in the minutes):-

- "(16) That further consideration be given to the Community Information Directorate budget, council tax and the use of reserves in the Chief Financial Officer's report to County Council which deals with the outstanding issues referred to in the report.
- (17) That the Director of Education be authorised to consult on changes to early years funding on the assumption that the service will get an increased SSA.
- (18) That the Committee recognise the difficulties faced by the County Council in framing a budget for 1999/2000 whilst the majority of local government funding is under the control of central government.
- (19) That the County Council regrets that local taxpayers must make a substantial contribution to HM Treasury through having to bear part of the consequent increase in Council Tax benefit in the County as a penalty for this Council exceeding the government's Council Tax guideline.
- (20) That the Committee make representations to the LGA and to all Hertfordshire MPs on the acute problems and potential wasteful use of resources for this and other authorities implicit in the Secretary of State's reserve power to cap budgets."

## 6. RECOMMENDATIONS

- (1) That the current revenue budget funding for capital expenditure be reduced by £3 million and that the reduction be met from other capital resources and reflected in the 1999/00 budget and projection for future years.
- (2) That £1.0 million be withdrawn from General Reserves to support the Council's Revenue Budget.
- (3) That the following 1999/00 revenue budgets be agreed and allocated as follows:

	<b>December Guideline</b>	<b>Additional Net Growth/ Reduction</b>	<b>Resultant Budget</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Community Services	48,331	162	48,493
Education	436,691	2,500	439,191
Environment	58,711	1,307	60,018
Policy	8,877	150	9,027
Social Services	167,057	(169)	166,888
Social Services Grants	<u>(6,772)</u>		<u>(6,772)</u>
	712,895	3,950	716,845
Central Items	<u>26,228</u>	<u>350</u>	<u>26,578</u>
	739,123	4,300	743,423
Capitalisation of Maintenance		(3,000)	(3,000)
Use of Reserves		(1,000)	(1,000)
Council Tax Benefit	<u>1,099</u>	<u>34</u>	<u>1,133</u>
Budget for council tax purposes	740,222	334	740,556

- (4) That the provision for 1999/00 pay awards be made and delegated to service committees when the awards are known.
- (5) That the Capital Programme for Contractually Committed Schemes for 1999/00 – 2002/03 set out in Appendix 5 of the report be approved.
- (6) That in future 100% of capital receipts be made available to support the Council's capital priorities.
- (7) That £1 million be withdrawn from General Reserves in 1998/99 to create a specific reserve to meet the additional costs related to Year 2000.
- (8) That £1.8 million of the additional capital receipts in 1998/99 be applied to replace the Quantum Care reserve.
- (9) That £1.5 million of the additional capital receipts in 1998/99 be applied to create a specific reserve to support the Herts Connect project.
- (10) That the Chief Financial Officer be authorised to borrow on behalf of the County Council for the year ending 31 March 2000 such amounts as are required to meet approved capital expenditure within the limits of the basic and supplementary credit approvals received, such amounts to be borrowed for periods which will not result in the overall borrowing limit of £150 million being exceeded, and of which no more than £70 million shall be short term and 30% with variable interest rate terms.
- (11) That vehicles and equipment up to a value of £1.75 million be purchased by the County Council in the year ending 31 March 2000, the total cost of which to be financed by entering into operating lease agreements as defined by Regulation 20 of the Local Authorities (Capital Finance) Regulations 1997, with the County Council acting as lessee.
- (12) That service committees, at their next meeting, present county funded capital programmes for new starts within the following figures for recommendation to Policy Committee.

<b>£'000</b>	<b>1999/00</b>	<b>2000/01</b>	<b>2001/02</b>
<b>Community Services</b>			
Fire & Rescue	510	742	429
Community Information	416	432	431
Education	526	2,294	3,971
Environment	1,350	1,250	1,250
Policy	2,668	1,517	284
Social Services	450	1,034	1,135
<b>TOTAL</b>	<b>5,920</b>	<b>7,269</b>	<b>7,500</b>

- (13) That in the event of an urgent need to begin a scheme, the appropriate service chief officer be authorised to take the necessary action following consultation with policy and service committee spokespersons.

- (14) That, in addition to developing their three year capital programmes, committees present their longer term capital planning lists for all schemes regardless of potential funding source in order to inform the rolling annual review process of the capital programme.
- (15) That a standing Capital Panel of 3 members be established to conduct the annual review of the capital programme and to develop the county council's overall capital strategy.

## COUNTY FUND SUMMARY

	1997/98 Actual £'000	1998/99 Original £'000	1998/99 Latest Approved Budget £'000	1999/00 Original £'000
<b>Community Services</b>				
Fire and Rescue	20,238	21,279	21,331	22,296
Fire Pensions	3,451	3,327	3,327	3,758
Community Information	15,832	15,078	15,273	15,850
Youth Service	5,532	5,088	5,016	5,270
Registration Service	626	606	606	637
Coroners' Service	585	559	559	581
Emergency Planning	121	121	136	153
Gypsy Service	186	(52)	0	(53)
Rent Officer Service	0	1	1	1
Crime Prevention	0	0	0	0
<b>Committee Total</b>	<b>46,571</b>	<b>46,007</b>	<b>46,249</b>	<b>48,493</b>
<b>Education</b>	<b>389,434</b>	<b>416,641</b>	<b>418,372</b>	<b>439,191</b>
<b>Environment</b>	<b>59,987</b>	<b>56,719</b>	<b>57,044</b>	<b>60,018</b>
<b>Policy</b>	<b>8,330</b>	<b>7,943</b>	<b>9,350</b>	<b>9,027</b>
<b>Social Services</b>	<b>145,042</b>	<b>147,170</b>	<b>147,301</b>	<b>160,116</b>
Magistrates' Courts	1,369	1,054	1,074	1,067
Probation	1,201	1,244	1,293	1,294
Commissions & Cross Service Issues	1,022	1,050	2,156	1,426
Contingency	0	1,799	(19)	322
Precepts	5,675	6,165	6,165	6,433
Contributions (Reserves/Provisions)	(7,980)	0	0	0
Capital Financing & Interest on Balances	16,889	14,225	16,421	14,626
Landfill Tax	0	0	0	1,410
Revenue Contribution to Capital Outlay	0	2,599	0	0
<b>Total Revenue Budget</b>	<b>667,540</b>	<b>702,616</b>	<b>705,406</b>	<b>743,423</b>
Capitalisation of Maintenance				(3,000)
Use of reserves				(1,000)
Council Tax Benefit		(2,600)		1,133
<b>Budget for Council Tax Purposes</b>		<b>700,016</b>		<b>740,556</b>

Note: The cost of landfill tax included as a pressure in 1999/00 is shown separately in the above table as it is to be funded centrally. Existing landfill tax expenditure is included within the Environment budget.

## ANALYSIS OF BUDGET FIGURE SET BY POLICY COMMITTEE ON 27 JANUARY 1999

	Community Services £m	Education £m	Environment £m	Policy £m	Social Services £m	Central Items £m	Total £m
Original Budget 1998/99	46.0	416.6	56.7	7.9	147.2	28.1	702.6
Technical Adjustments	(0.2)	0.6	(0.2)	0.7	6.4	(1.0)	6.3
Adjusted Budget	<b>45.8</b>	<b>417.2</b>	<b>56.5</b>	<b>8.6</b>	<b>153.6</b>	<b>27.1</b>	<b>708.9</b>
Inflation (pay and non-pay)	1.8	15.3	2.3	0.3	4.5	0.8	25.0
<b>Service Pressures for Change:</b>							
Previous Policy Decisions	0.4	0.3	1.2	0.0	(1.2)	0.0	0.7
Legislative Changes	0.0	0.6	(0.1)	0.0	0.0	1.4	1.9
Demography	0.0	3.7	0.6	0.0	3.0	0.0	7.3
Other Service Pressures	1.1	0.7	0.6	0.2	5.3	(3.1)	4.8
Social Services Grants					(4.3)		(4.3)
Efficiency Savings and Service Changes:	(0.8)	(1.1)	(2.4)	(0.2)	(0.6)	0.0	(5.1)
<b>Subtotal</b>	<b>48.3</b>	<b>436.7</b>	<b>58.7</b>	<b>8.9</b>	<b>160.3</b>	<b>26.2</b>	<b>739.1</b>
Growth	0.6	3.4	1.3	0.1	(4.3)	0.4	5.8
Further Offsetting Savings	(0.4)	(0.9)	-	-	(0.2)	-	(1.5)
<b>Total</b>	<b>48.5</b>	<b>439.2</b>	<b>60.0</b>	<b>9.0</b>	<b>160.1</b>	<b>26.6</b>	<b>743.4</b>
Percentage change between 98/99 and 99/00	5.8%	5.3%	6.1%	4.3%	4.3%	-2.1%	<b>4.9%</b>

<b>COMMUNITY SERVICES COMMITTEE - SUMMARY</b>	<b>Recommended Budget</b>			
	<b>1999/00 £000</b>	<b>2000/01 £000</b>	<b>2001/02 £000</b>	<b>2002/03 £000</b>
1998/99 Original Budget	46,006	46,006	46,006	46,006
Technical Adjustments 1998/99	(101)	(101)	(101)	(101)
1998/99 Adjusted Budget	45,905	45,905	45,905	45,905
Technical Adjustments 1999/00	(45)	(45)	(45)	(45)
Inflation	1,791	1,791	1,791	1,791
Pressures for Change				
<i>Previous Policy Decisions</i>				
Fire & Rescue	257	(337)	(542)	(542)
Youth Service	120	115	110	105
<i>Other Pressures</i>				
Fire & Rescue	136	102	118	263
Fire Pensions	350	900	1,150	1,400
Community Information	517	720	927	1,135
Youth Service	39	59	69	69
Registration	81	25	33	41
Coroners		1	1	1
Emergency Planning	12	20	23	28
Efficiency Savings and Service Changes				
<i>Efficiency Savings</i>				
Fire & Rescue	(392)	(242)	(242)	(242)
Community Information	(153)	(153)	(153)	(153)
Youth Service	(64)	(64)	(64)	(64)
Registration	(108)	(78)	(78)	(78)
Emergency Planning	(2)	(2)	(2)	(2)
<i>Service Changes</i>				
Fire & Rescue	(95)	(95)	(95)	(95)
<b>Budget to maintain services</b>	<b>48,349</b>	<b>48,622</b>	<b>48,906</b>	<b>49,517</b>

COMMUNITY SERVICES COMMITTEE – FIRE AND RESCUE	Recommended Budget			
	1999/00 £000	2000/01 £000	2001/02 £000	2002/03 £000
1998/99 Original Budget	21,280	21,280	21,280	21,280
Technical Adjustments 1998/99				
1998/99 Adjusted Budget	21,280	21,280	21,280	21,280
Technical Adjustments 1999/00	(38)	(38)	(38)	(38)
Inflation	1,031	1,031	1,031	1,031
Pressures for Change				
<i>Previous Policy Decisions</i>				
P1 Standards of fire cover review	217	(360)	(565)	(565)
P2 Change of rank on 2 pump w/t stations		(17)	(17)	(17)
P3 Day crewing	40	40	40	40
<i>Other Pressures</i>				
P4 Local Government Pension Scheme	16	32	48	63
P5 Lotus Notes	3	3	3	3
P6 Revenue effects of capital	11	11	11	11
P7 Capital payback	56	56	56	56
P8 Public Service Radio Comms Project				130
P9 Millennium working costs	50			
Efficiency Savings and Service Changes				
<i>Efficiency Savings</i>				
E1 2 stage alerters day crew station call out	(30)	(30)	(30)	(30)
E2 Reduction in retained activity	(50)	(50)	(50)	(50)
E3 Civilianisation of uniformed posts	(16)	(16)	(16)	(16)
E4 Reduction in control staff overtime	(19)	(19)	(19)	(19)
E5 Review of vehicle workshop fixed maintenance charges	(60)	(60)	(60)	(60)
E6 Mileage management and travel & subs.	(10)	(10)	(10)	(10)
E7 Control staff disturbance mileage	(5)	(5)	(5)	(5)
E8 Revised communications mtce contract	(20)	(20)	(20)	(20)
E9 Utilities (gas, electric., water) efficiencies	(10)	(10)	(10)	(10)
E10 Savings on annual report production	(2)	(2)	(2)	(2)
E11 Reduction in non-operational equipment	(20)	(20)	(20)	(20)
E12 Carry forward of 1998/99 retained pay underspend	(150)			
<i>Service Changes</i>				
S1 Reduction in emergency rescue tender Attendance	(5)	(5)	(5)	(5)
S2 Special services: reduced attendance or Increase charging	(20)	(20)	(20)	(20)
S3 Further reduction in R&M budgets	(50)	(50)	(50)	(50)
S4 Property service level agreement	(10)	(10)	(10)	(10)
S5 Reduction in service photography	(10)	(10)	(10)	(10)
<b>Budget to maintain services</b>	<b>22,179</b>	<b>21,701</b>	<b>21,512</b>	<b>21,657</b>

<b>COMMUNITY SERVICES COMMITTEE – FIRE PENSIONS</b>	<b>Recommended Budget</b>			
	<b>1999/00 £000</b>	<b>2000/01 £000</b>	<b>2001/02 £000</b>	<b>2002/03 £000</b>
1998/99 Original Budget	3,326	3,326	3,326	3,326
Technical Adjustments 1998/99				
1998/99 Adjusted Budget	3,326	3,326	3,326	3,326
Technical Adjustments 1999/00				
Inflation	82	82	82	82
Pressures for Change				
P1 Increase in scheme deficit	350	900	1,150	1,400
<b>Budget to maintain services</b>	<b>3,758</b>	<b>4,308</b>	<b>4,558</b>	<b>4,808</b>

<b>COMMUNITY SERVICES COMMITTEE – COMMUNITY INFORMATION</b>	<b>Recommended Budget</b>			
	<b>1999/00 £000</b>	<b>2000/01 £000</b>	<b>2001/02 £000</b>	<b>2002/03 £000</b>
1998/99 Original Budget	15,078	15,078	15,078	15,078
Technical Adjustments 1998/99	(22)	(22)	(22)	(22)
1998/99 Adjusted Budget	15,056	15,056	15,056	15,056
Technical Adjustments 1999/00	(64)	(64)	(64)	(64)
Inflation	494	494	494	494
Pressures for Change				
P1 Local Government Pension Scheme	101	197	294	393
P2 Increments	96	188	283	377
P3 Revenue effects of capital	15	30	45	60
P4 Rent review	36	36	36	36
P5 Achieve sustainable income targets	260	260	260	260
P6 Lotus Notes	9	9	9	9
Efficiency Savings and Service Changes				
<i>Efficiency Savings</i>				
E1 Reduce support services costs	(35)	(35)	(35)	(35)
E2 Improve vehicle maintenance terms	(5)	(5)	(5)	(5)
E3 Relocate Museums Development office	(3)	(3)	(3)	(3)
E4 Herts Connect: purchasing savings	(14)	(14)	(14)	(14)
E5 Herts Connect: mileage management	(16)	(16)	(16)	(16)
E6 Transport Review	(80)	(80)	(80)	(80)
<b>Budget to maintain services</b>	<b>15,850</b>	<b>16,053</b>	<b>16,260</b>	<b>16,468</b>

COMMUNITY SERVICES COMMITTEE – YOUTH SERVICE	Recommended Budget			
	1999/00 £000	2000/01 £000	2001/02 £000	2002/03 £000
1998/99 Original Budget	5,088	5,088	5,088	5,088
Technical Adjustments 1998/99	(76)	(76)	(76)	(76)
1998/99 Adjusted Budget	5,012	5,012	5,012	5,012
Technical Adjustments 1999/00	29	29	29	29
Inflation	134	134	134	134
Pressures for Change				
<i>Previous Policy Decisions</i>				
P1 Pensions	48	48	48	48
P2 Salary protection	25	20	15	10
P3 Premises	47	47	47	47
<i>Other Pressures</i>				
P4 Increments	39	59	69	69
Efficiency Savings and Service Changes				
<i>Efficiency Savings</i>				
E1 Premises	(47)	(47)	(47)	(47)
E2 Renegotiate charges for support services	(15)	(15)	(15)	(15)
E3 Workwise	(2)	(2)	(2)	(2)
<b>Budget to maintain services</b>	<b>5,270</b>	<b>5,285</b>	<b>5,290</b>	<b>5,285</b>

COMMUNITY SERVICES COMMITTEE – REGISTRATION SERVICE	Recommended Budget			
	1999/00 £000	2000/01 £000	2001/02 £000	2002/03 £000
1998/99 Original Budget	606	606	606	606
Technical Adjustments 1998/99	(2)	(2)	(2)	(2)
1998/99 Adjusted Budget	604	604	604	604
Technical Adjustments 1999/00	10	10	10	10
Inflation	23	23	23	23
Pressures for Change				
P1 Local Government Pension Scheme	6	11	17	23
P2 Increments	4	6	7	8
P3 Revenue effects of capital	1	2	3	4
P4 Lotus Notes	1	1	1	1
P5 PC support	5	5	5	5
P6 Replacement computers	64			
Efficiency Savings and Service Changes				
<i>Efficiency Savings</i>				
E1 Additional income b/f from 1998/99	(30)			
E2 Additional income 1999/00	(78)	(78)	(78)	(78)
<b>Budget to maintain services</b>	<b>610</b>	<b>584</b>	<b>592</b>	<b>600</b>

<b>COMMUNITY SERVICES COMMITTEE - CORONERS</b>	<b>Recommended Budget</b>			
	<b>1999/00 £000</b>	<b>2000/01 £000</b>	<b>2001/02 £000</b>	<b>2002/03 £000</b>
1998/99 Original Budget	558	558	558	558
Technical Adjustments 1998/99				
1998/99 Adjusted Budget	558	558	558	558
Technical Adjustments 1999/00	7	7	7	7
Inflation	16	16	16	16
Pressures for Change				
P1 Local Government Pension Scheme		1	1	1
<b>Budget to maintain services</b>	<b>581</b>	<b>582</b>	<b>582</b>	<b>582</b>

<b>COMMUNITY SERVICES COMMITTEE – EMERGENCY PLANNING</b>	<b>Recommended Budget</b>			
	<b>1999/00 £000</b>	<b>2000/01 £000</b>	<b>2001/02 £000</b>	<b>2002/03 £000</b>
1998/99 Original Budget	121	121	121	121
Technical Adjustments 1998/99	(1)	(1)	(1)	(1)
1998/99 Adjusted Budget	120	120	120	120
Technical Adjustments 1999/00	12	12	12	12
Inflation	11	11	11	11
Pressures for Change				
P1 Local Government Pension Scheme	2	5	7	10
P2 Increments	5	10	11	13
P3 Lotus Notes	1	1	1	1
P4 PC support	4	4	4	4
Efficiency Savings and Service Changes				
<i>Efficiency Savings</i>				
E1 Workwise	(2)	(2)	(2)	(2)
<b>Budget to maintain services</b>	<b>153</b>	<b>161</b>	<b>164</b>	<b>169</b>

<b>COMMUNITY SERVICES COMMITTEE – GYPSY SITES</b>	<b>Recommended Budget</b>			
	<b>1999/00 £000</b>	<b>2000/01 £000</b>	<b>2001/02 £000</b>	<b>2002/03 £000</b>
1998/99 Original Budget	(52)	(52)	(52)	(52)
Technical Adjustments 1998/99				
1998/99 Adjusted Budget	(52)	(52)	(52)	(52)
Technical Adjustments 1999/00				
Inflation	(1)	(1)	(1)	(1)
<b>Budget to maintain services</b>	<b>(53)</b>	<b>(53)</b>	<b>(53)</b>	<b>(53)</b>

EDUCATION COMMITTEE	Recommended Budget			
	1999/00 £000	2000/01 £000	2001/02 £000	2002/03 £000
1998/99 Original Budget	416,641	416,641	416,641	416,641
Technical Adjustments 1998/99	530	(9)	(262)	(262)
1998/99 Adjusted Budget	417,171	416,632	416,379	416,379
Technical Adjustments 1999/00	16	16	16	16
Inflation	<u>15,316</u>	<u>15,316</u>	<u>15,316</u>	<u>15,316</u>
1999/00 Base Budget	432,503	431,964	431,711	431,711
<b>Pressures for Change</b>				
<i>Previous Policy Decisions</i>				
1. Annual Provisions	(70)	(70)	(70)	(70)
2. R & M Regulations	0	(590)	(590)	(590)
3. Premises	<u>347</u>	<u>347</u>	<u>347</u>	<u>347</u>
	277	(313)	(313)	(313)
<i>Demographic Change</i>				
1. Mainstream	3,131	6,199	9,269	12,335
2. Special Education Needs	20	20	20	20
3. Out County Placements	346	346	346	346
4. Excluded Pupils	<u>190</u>	<u>190</u>	<u>190</u>	<u>190</u>
	3,687	6,755	9,825	12,891
<i>Legislative Change</i>				
1. GM Schools – Reintegration	<u>550</u>	<u>550</u>	<u>550</u>	<u>550</u>
	550	550	550	550
<i>Other Pressures</i>				
1. Business Rates – Revaluation	(2,600)	(2,600)	(2,600)	(2,600)
2. Single Status Agreement	876	876	876	876
3. European Working Time Directive – MDSA	600	600	600	600
4. Superannuation – LGPS	376	733	1100	1,466
5. Increments	92	122	153	184
6. Revenue Effects of Capital	20	40	40	40
7. Appeals	69	69	69	69
8. Jewish Primary Schools Start Up Costs	160	0	0	0
9. PC Replacement & Support	300	257	257	257
10. Additional Days	370	210	210	210
11. SEN Home to School Transport	100	100	100	100
12. Mainstream Home to School Transport	300	300	300	300
13. Speech Therapy	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>
	763	1,017	1415	1812
<b>Total Pressures For Change</b>	<b>5,277</b>	<b>8,009</b>	<b>11,477</b>	<b>14,940</b>

<b>EDUCATION COMMITTEE (continued)</b>	<b>Recommended Budget</b>			
	<b>1999/00 £000</b>	<b>2000/01 £000</b>	<b>2001/02 £000</b>	<b>2002/03 £000</b>
<b>Efficiency Savings and Service Changes</b>				
1. Mileage Management	(50)	(50)	(50)	(50)
2. Workwise	(100)	(145)	(216)	(216)
3. Contribution from Trading Units	(100)	0	0	0
4. Purchasing	(102)	(102)	(102)	(102)
5. School Amalgamations	(179)	(254)	(318)	(318)
6. Speech Therapy	(50)	(220)	(330)	(330)
7. High Cost Contents Insurance	(38)	(38)	(38)	(38)
8. School Meals	(220)	(220)	(220)	(220)
9. Premature Retirements	<u>(250)</u>	<u>(250)</u>	<u>(250)</u>	<u>(250)</u>
	(1,089)	(1,279)	(1,524)	(1,524)
<b>Budget to maintain services</b>	<b>436,691</b>	<b>438,694</b>	<b>441,664</b>	<b>445,127</b>

ENVIRONMENT COMMITTEE	Recommended Budget			
	1999/00 £'000	2000/01 £'000	2001/02 £'000	2002/03 £'000
1998/99 Original Budget	56,719	56,719	56,719	56,719
Technical Adjustments 1998/99				
1998/99 Adjusted Budget	56,719	56,719	56,719	56,719
Technical Adjustments 1999/00	(174)	(174)	(174)	(174)
Inflation	2,254	2,254	2,254	2,254
Permitted Pressures for change				
<i>Demographic Change</i>				
D1 Domestic Waste Volumes	600	900	1,150	1,400
D2 Road Lengths	25	50	75	100
D3 Child Concessions - Population Increase	40	80	120	160
<i>Legislative Change</i>				
L1 Electricity at Work Act		(400)	(400)	(400)
L2 Regulations for Road Signing	(100)	(100)	(100)	(100)
<i>Other Pressures</i>				
P1 Single Status Agreement	26	26	26	26
P2 Local Government Pension Scheme	89	178	267	356
P3 Increments	83	143	193	243
P4 Year 2000 Costs	92	92	92	92
P5 Email Upgrade	14	14	14	14
P6 Capital Payback	13	13	13	13
Other Pressures for Change				
<i>Previous Policy Decisions</i>				
O1 Loss of One-Offs and Carry Forwards	1,180	1,180	1,180	1,180
<i>Other Unavoidable Items</i>				
U1 Reinstate SMART Survey	100	100	100	100
U2 Reinstate Signal Maintenance Moratorium	100	100	100	100
U3 Reinstate IT Equipment Moratorium	55	55	55	55
Efficiency Savings and Service Changes				
E1 Street Lighting Energy	(350)	(350)	(350)	(350)
E2 Recycling Incentive Bonuses	(150)	(150)	(150)	(150)
E3 Smartcard - Becoming Self Financing	(60)	(60)	(60)	(60)
E4 From TSC Contract	(50)	(150)	(200)	(200)
E5 Centrally Co-ordinated Savings	(83)	(150)	(200)	(200)
E6 Reduced IT Costs		(80)	(80)	(80)
E7 Aldenham Country park - Phase Out Subsidy		(36)	(36)	(36)
C1 PTU Savercard/Child Concessions	(250)	(250)	(250)	(250)
C2 Reduction in Resources Staffing	(25)	(25)	(25)	(25)
<b>RESULTANT BUDGET</b>	<b>60,135</b>	<b>59,966</b>	<b>60,320</b>	<b>60,774</b>

ENVIRONMENT COMMITTEE (continued)	Recommended Budget			
GUIDELINE	1999/00 £'000	2000/01 £'000	2001/02 £'000	2002/03 £'000
	58,713	58,827	59,281	59,725
Extra Efficiency Savings to meet Guideline				
EE1 Winter Maintenance Efficiencies	(100)	(150)	(150)	(150)
EE2 Highways Maintenance Contract	(125)	(125)	(125)	(125)
EE3 WasteAware -Alternative Funding	(50)	(50)	(50)	(50)
Service Reductions to meet Guideline				
R1 Reduction in Passenger Transport Supported Routes	(157)	(314)	(314)	(314)
R2 Reduce Passenger Transport Enhancement Budget	(155)	(155)	(100)	(100)
R3 Sustainable Transport *Town Centres Moratorium	(150)	(50)		
R4 Close Household Waste Sights	(50)	(120)	(120)	(120)
R5 Pedestrian Crossing Moratorium	(200)			
R6 Cycleway and Footway Maintenance Moratorium	(200)			
R7 Accident Prevention Moratorium	(150)			
R8 Turn off 10% to 20% of Street Lights	(100)	(200)	(200)	(200)
<b>RESULTANT Budget</b>	<b>58,711</b>	<b>58,815</b>	<b>59,274</b>	<b>59,728</b>

POLICY COMMITTEE	Recommended Budget			
	1999/00 £000	2000/01 £000	2001/02 £000	2002/03 £000
1998/99 Original Budget	7,943	7,943	7,943	7,943
Technical Adjustments 1998/99	357	357	357	357
1998/99 Adjusted Budget	8,300	8,300	8,300	8,300
Technical Adjustments 1999/00	357	357	357	357
Inflation	323	323	323	323
Pressures for Change				
<i>Previous Policy Decisions</i>				
P1a One-off saving – use balance of Community Govt initiative provision	50	50	50	50
P1b One-off saving – use accumulated commission re insurance / financial advice	45	45	45	45
P1c Year 2000 Productivity Review	(140)	(140)	(140)	(140)
P1d Partly reinstate 1998/99 savings	45	45	45	45
<i>Other Pressures</i>				
P2 Local Government Pension Scheme	64	128	192	256
P3 Increments	39	60	68	69
P4 Capital payback	17	17	17	(18)
P5 ITnet PC & server maintenance	22	22	22	22
P6 E-mail / Lotus Notes Year 2000 upgrade	13	13	13	13
Efficiency Savings and Service Changes				
<i>Efficiency Savings</i>				
E1 Herts Connect: staffing & support costs	(43)	(43)	(43)	(43)
E2 Herts Connect: workwise	(20)	(20)	(20)	(20)
E3 Herts Connect: transport	(18)	(18)	(18)	(18)
E4 Herts Connect: other efficiencies	(95)	(95)	(95)	(95)
E5 Contract savings	(10)	(10)	(10)	(10)
E6 Maximising income	(67)	(67)	(67)	(67)
<i>Service Changes</i>				
C1 LEXIS	(5)	(5)	(5)	(5)
<b>Budget to maintain services</b>	<b>8,877</b>	<b>8,962</b>	<b>9,034</b>	<b>9,064</b>

SOCIAL SERVICES COMMITTEE	Recommended Budget			
	1999/00 £'000	2000/01 £'000	2001/02 £'000	2002/03 £'000
1998/99 Original Budget	147,170	147,170	147,170	147,170
Technical Adjustments 1998/99	6,376	6,376	6,376	6,376
1998/99 Adjusted Budget	153,546	153,546	153,546	153,546
Technical Adjustments 1999/00	4,525	4,525	4,525	4,525
Inflation	158,071	158,071	158,071	158,071
Pressures for Change				
<i>Previous Policy Decisions</i>				
1. Heath and Safety	(84)	(84)	(84)	(84)
2. Workwise (fye of 1998/99 decision)	(150)	(150)	(150)	(150)
3. Implement Day Care Review (fye of 1998/99 decision)	(800)	(800)	(800)	(800)
4. Reduce District Staffing (fye of 1998/99 decision)	(130)	(130)	(130)	(130)
<i>Demographic Change</i>				
1. Children and Families	511	1,022	1,533	2,044
2. Learning Disabilities	1,000	2,000	3,000	4,000
3. Elderly	1,471	2,942	4,413	5,884
<i>Legislative Change</i>				
1. Working time Directive	691	691	691	691
<i>Other Pressures</i>				
1. Single Status Agreement	750	750	750	750
2. Superannuation - Local Government Pension Scheme	576	1,152	1,728	2,304
3. Increments (net)	200	300	300	300
4. Capital Payback	64	124	122	19
5. Joint Finance Taper	235	316	362	385
6. FYE of 1998/99 residential growth placements	2,200	2,200	2,200	2,200
7. IT costs (including yr 2000, PC lease)	570	820	820	820
Efficiency Savings and Service Changes				
1. Renegotiate central charges/services	(100)	(100)	(100)	(100)
2. Externalise EPH's	(90)	(240)	(340)	(420)
3. Externalise Homecare	(400)	(700)	(950)	(1,200)
<b>Budget to maintain services</b>	<b>164,585</b>	<b>168,184</b>	<b>171,436</b>	<b>174,584</b>

CROSS SERVICE ISSUES AND YOUTH AND EARLY CHILDHOOD	Recommended Budget			
	1999/01 £'000	2000/01 £'000	2001/02 £'000	2002/03 £'000
1998/99 Original Budget	1,050	1,050	1,050	1,050
Inflation	26	26	26	26
<b>Budget to maintain services</b>	<b>1,426</b>	<b>1,426</b>	<b>1,426</b>	<b>1,426</b>

**Priority Areas for expenditure and further offsetting savings (1999/2000 Budget) – Summary**

	<b>Growth £000's</b>	<b>Further Offsetting Savings £000's</b>	<b>Net Growth</b>
Education	5,314	(966)	4,348
Social Services	-	(169)	(169)
Environment	1,862	-	1,862
Policy	150	-	150
Fire	135	-	135
Community Information	403	(403)	0
Statutory Services & Emergency Planning	27	-	27
Central Items	350	-	350
<b>Total</b>	<b>8,241</b>	<b>(1,538)</b>	<b>6,703</b>

**Priority Areas for Additional Expenditure and Further Offsetting Savings**

<b>COMMUNITY SERVICES</b>	<b>1999/00 £'000</b>	<b>2000/01 £'000</b>	<b>2001/02 £'000</b>	<b>2002/03 £'000</b>
<b>Fire &amp; Rescue</b>				
<i>Growth</i>				
G1 Adjust for one-off funding 1998/99	50	50	50	50
G2 Reinstatement of Fire Service College training	65	65	65	65
G3 Occupational Health Fitness Advisor	20	20	20	20
<b>Total</b>	<b>135</b>	<b>135</b>	<b>135</b>	<b>135</b>
<b>Community Information</b>				
<i>Growth</i>				
G1 Partially reinstate R&M reduction	150	150	150	150
G2 Partially reinstate 1998/99 materials fund reduction	253	253	253	253
<i>Further Offsetting Savings</i>				
F1 Reduce Trading Standards staff costs	(90)	(90)	(90)	(90)
F2 Reduce library service staff costs	(313)	(313)	(313)	(427)
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(114)</b>
<b>Registration Services</b>				
<i>Growth</i>				
G1 GRO staffing requirements	27	27	27	27
<b>Total</b>	<b>27</b>	<b>27</b>	<b>27</b>	<b>27</b>

**Priority Areas for Additional Expenditure and Further Offsetting Savings**

<b>EDUCATION</b>	<b>1999/00</b>	<b>2000/01</b>	<b>2001/02</b>	<b>2002/03</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
<i>Growth items supported by savings</i>				
1. Provision for sick children	300	300	300	300
2. Provision for excluded pupils	275	275	275	275
3. Student and Community Services Division	130	130	130	130
4. SEN – Units & Bases	114	154	154	154
5. SEN Strategy	36	36	36	36
6. Reduction in Ofsted Inspection Income	<u>111</u>	<u>111</u>	<u>111</u>	<u>111</u>
	966	1,006	1,006	1,006
<i>Offsetting Savings</i>				
1. Adult Education	(185)	(185)	(185)	(185)
2. Music Service	(335)	(335)	(335)	(335)
3. Hospital Special Schools	(250)	(250)	(250)	(250)
4. Revision to Supply Cover Scheme	(99)	(99)	(99)	(99)
5. SEN Home to School Transport	<u>(97)</u>	<u>(147)</u>	<u>(147)</u>	<u>(147)</u>
	(966)	(1,016)	(1,016)	(1,016)
<i>Growth Items not supported by savings</i>				
7. Standards Fund	2,900	2,900	2,900	2,900
* 8. Early Years Curriculum Policy	1,119	1,819	2,406	2,406
* 9. Repairs & Maintenance	129	129	129	129
* 10. Rising Fours in Rural Areas	<u>200</u>	<u>200</u>	<u>200</u>	<u>200</u>
	4,348	5,048	5,635	5,635
<b>Total</b>	<b>4,348</b>	<b>5,038</b>	<b>5,625</b>	<b>5,625</b>

\* Of the above list growth items items 8, 9 and 10 have not been funded as part of the budget recommended by Policy Committee

**Priority Areas for Additional Expenditure and Further Offsetting Savings**

<b>ENVIRONMENT</b>	<b>1999/00 £'000</b>	<b>2000/01 £'000</b>	<b>2001/02 £'000</b>	<b>2002/03 £'000</b>
<b>Priority Growth</b>				
G1 Don't Turn off 10% to 20% of Street Lights	100	200	200	200
G2 Don't Invoke Accident Prevention Moratorium	150			
G3 Don't Invoke Cycleway & Footway Maintenance Moratorium	200			
G4 Don't Invoke Pedestrian Crossing Moratorium	200			
G5 Don't close Household Waste Sites	50	120	120	120
G6 Don't Invoke Sustainable Transport and Town Centres Moratorium	150	50		
G7 Don't Reduce Passenger Transport Enhancements Budget	155	155	100	100
G8 Don't Reduce Passenger Transport Supported Routes	157	314	314	314
*G9 Reinstate Structural Maintenance Moratorium	500	2,000	2,000	2,000
*G10 Reinstate Consultation, Preparation and Design Moratorium	200	200	200	200
<b>TOTAL</b>	<b>1,862</b>	<b>3,219</b>	<b>2,934</b>	<b>2,934</b>

\* Of the above list growth item 9 has only been funded in part (£145,000) and item 10 has not been funded as part of the budget recommended by Policy Committee

**Capital Programme for Contractually Committed Capital Schemes 1999/00 to 2002/03**  
**County Fund Programme**

**COMMITTEE : EDUCATION**

	Total Cost	Cash Flow					Full Year Revenue Effects	Payback Costs	
		To 1998/99	1999/00	2000/01	2001/02	2002/03		Arising From 1999/00	Total
	£000	£000	£000	£000	£000	£000	£000	£000	£000
<b>Committed Schemes</b>									
<b>1997/98 Design Starts</b>									
Hemel Hempstead Secondary	530	281	212				0	8	21
Hitchin Boys Secondary	230	122	92				0	4	9
Simon Balle Secondary – Phase 1	410	217	164				0	7	16
Norton	650	344	260				0	10	26
The Leys	225	119	90				0	4	9
<b>Total 1997/98 starts</b>	<b>2,045</b>	<b>1,083</b>	<b>818</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>33</b>	<b>82</b>
<b>1998/99 Design Starts</b>									
Westfield Secondary	180	13	96	71				4	7
Verulam Secondary	350	24	186	140				7	14
Lonsdale & Greenside Special	100	7	93					4	4
Provision for Price Variation	100	30	70				0	3	4
<b>Total 1998/99 starts</b>	<b>730</b>	<b>74</b>	<b>445</b>	<b>211</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18</b>	<b>29</b>
<b>Additional Costs of New Deal for Schools 2 Schemes</b>	<b>200</b>		<b>200</b>					<b>8</b>	<b>8</b>
<b>Total Committed Schemes</b>	<b>2,975</b>	<b>1,157</b>	<b>1,463</b>	<b>211</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>59</b>	<b>119</b>

**Capital Programme for Contractually Committed Capital Schemes 1999/00 to 2002/03**  
**County Fund Programme**

**COMMITTEE: ENVIRONMENT**

Scheme	Cash Flow				Full year Revenue Effects	Payback Costs	
	1999/00	2000/01	2001/02	2002/03		Arising From 1999/00	Total
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Cheshunt Link Road Land Compensation	320	20	Nil	Nil	None	13	13
<b>Total Contractually Committed Programme</b>	<b>320</b>	<b>20</b>	<b>Nil</b>	<b>Nine</b>	<b>None</b>	<b>13</b>	<b>13</b>

**COMMITTEE: POLICY**

Scheme	Cash Flow				Full year Revenue Effects	Payback Costs	
	1999/00	2000/01	2001/02	2002/03		Arising From 1999/00	Total
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Existing telecomms strategy	83				-	17	33
<b>Total Contractually Committed Programme</b>	<b>83</b>	<b>20</b>	<b>Nil</b>	<b>Nine</b>	<b>-</b>	<b>17</b>	<b>33</b>

**POSSIBLE 1999/00 COUNCIL TAX FOR COUNTY SERVICES - SPENDING AT SSA  
AND A BUDGET FOR COUNCIL TAX PURPOSES OF £739.4 MILLION**

	<b>Property Value</b>	<b>Budget for Council Tax Purposes £739.4m</b>
A	£40,000 or less	£356.36
B	£40,000 - £52,000	£415.75
C	£52,000 - £68,000	£475.15
D	£68,000 - £88,000	£534.54
E	£88,000 - £120,000	£653.33
F	£120,000 - £160,000	£772.11
G	£160,000 - £320,000	£890.90
H	£320,000 or greater	£1,069.08

*This assumes there is a £1.6 million surplus on the Collection Fund. The figures above represent a 1.0% increase in council tax at SSA, and a 9.99% increase at a budget of £739.4 million.*

## 2. SCHEME OF DELEGATION TO OFFICERS

The Scheme of Delegation to Officers sets out the powers given to Chief Officers to take decisions on the Council's behalf. The current Scheme, which dates back to the early 1990's, gives wide powers to officers in order to ensure that the Council's activities are carried out without unnecessary bureaucracy. It does, however, contain important safeguards, principally:

- that Chief Officers are not able to make/amend policy
- that Chief Officers are required to follow the arrangements for consultation with spokespersons as set out in the Procedures for Conduct of Business before exercising delegated powers

The present Scheme has been amended piecemeal over recent years to take account of changes to the officer structures, but is now in need of a wholesale revision to update it. It is important that the Council has an accurate and up to date Scheme in case any decision is challenged by a third party.

A draft of a revised Scheme is attached as an Appendix.

The changes proposed are mainly technical, reflecting changes in legislation and in the Council's own policies and procedures. The revised Scheme also takes account of the recent re-allocation of responsibilities at the corporate centre.

The one change of substance relates to the delegations to the Director of Education. The current Scheme withdraws from his delegation the power to approve Youth Service Grants on behalf of the Community Services Committee. In June 1996, however, that Committee specifically authorised the Director to give such approvals, and at their meeting, earlier this month, they endorsed that authorisation. The revised Scheme reflects that change.

The Committee have also noted that the recently issued Financial Regulations require that they (the Committee) must approve all virements between Committees. They feel, however, that whilst that is certainly appropriate for major virements, it would facilitate the smoother running of business if the Chief Financial Officer were authorised to approve minor virements. The Council is therefore requested to pass a suitably worded resolution.

[Note: If the Council agrees to this request an appropriate resolution would be:-

*"That Section 8.1 (3) of the Council's Financial Regulations be amended to enable the Chief Financial Officer to approve virements between Committees, and between services within committee budgets, provided they do not exceed £75,000 in any one case and do not change County Council policy."*

### 2.1 RECOMMENDATION

That the Scheme of Delegation to Officers (attached) be adopted with effect from 17 February 1999

### **3. HERTFORDSHIRE COUNTY COUNCIL AND EUROPE**

#### **3.1 Background**

The Committee have considered a report setting out Hertfordshire's European Strategy and the Council's current relationships with various European bodies and regional and structural fund developments.

The Committee have endorsed the general approach of the Strategy, which will now be circulated for discussion within the County Council and the Partnership for Prosperity Forum. Outcomes will then be reported to the Policy Committee on 28 April 1999.

#### **3.2 Reform of the Structural Funds**

Four of the seven objectives of the current structural funds are relevant to the East of England:-

Objective 3 - combating unemployment by supporting training and other measures aimed at getting people into jobs

Objective 4 - helping adaptation to industrial change by supporting training for those who might otherwise become unemployed

Objective 5(a) - supporting the restructuring of agriculture and fisheries

Objective 5(b) - supporting the development of certain backward rural areas.

The European Commission propose to reduce the total number of objectives to three, and Hertfordshire will only be eligible for one of these (effectively an amalgamation of 3 and 4).

The current objectives are supported by the present European Social Fund (ESF) the new version of which will provide support for the European Employment Strategy, which promotes adaptability, entrepreneurship, employability and equal opportunities.

There will also be a decrease in the population coverage (leading to a reduction in eligibility), but the Commission will award extra funding to those who can prove they can deliver and will expect genuine partnerships for the implementation of funding in each member state and region.

At present the ESF is administered by the Government Office, though there is debate as to whether the Regional Development Agency (RDA) should take this over in due course. The County Council has argued against this, as has the Local Government Association and East of England Local Government Conference.

### 3.3 The Impact on Hertfordshire and Hertfordshire County Council

KONVER and ADAPT are two of 13 'Community initiatives'. KONVER assists areas affected by the run down of defence related in industries and ADAPT aims at assisting workers to avoid change/unemployment as a consequence of industrial change, and to help enterprises increase their competitiveness.

Hertfordshire has been very successful in bidding to date:

	£
ESF Objective 3	8.5
ESF Objective 4	1.3
ESF Objective 4 - provisional approval	0.65
KONVER (with Beds)	3.3
KONVER - current bid towards Leavesden development	1.0
ADAPT	5.1
ADAPT (third round)	<u>1.8</u>
	£19.85m

These figures represent some 25% of the funds awarded throughout the East of England, demonstrating the success of HCC and its partners.

However, changes to the Structural Funds and the fact that KONVER will be coming to an end, mean that in future Hertfordshire is unlikely to continue to receive such high levels of funding.

The Commission is proposing that the Structural Fund budget grows in line with the EU's combined Gross National Product. However, given the pressure from member states to reduce their contributions, it is more likely that this figure will decrease and that the competition for what remains will increase.

The County is most likely to be successful in the new ESF objective 3 and in further Community Initiatives. Hertfordshire has demonstrated how effective it is in delivering programmes, spending grants, and developing partnerships. These successes need to be built upon to influence both Europe and the region in this direction.

### 3.4 Lobbying and activity

Hertfordshire members and officers have been very active in lobbying regional partners, with the assistance of MEPs, the Brussels Office, and Committee of the Regions (COR) members, through:

- (a) the East of England Local Government Conference working party. This has two HCC Members serving on it, influencing the debate on the reform of the structural funds in order to ensure an approach which gives Hertfordshire the best possible position.
- (b) involvement of officers in the regional Agenda 2000 group which is responsible to the Brussels Office Management Board.

- (c) the review of Hertfordshire's European strategy, which has included colleagues in the Hertfordshire Prosperity Forum.

### **3.5 Regional Developments**

The last 18 months have seen the East of England designated a region by the Government, the opening of its Brussels Office, and the steady development of the East of England Local Government Conference which enables the East of England to compete in this County and Europe for funding and influence. The next few months will see the RDA launched, the birth of the Regional Voluntary Chamber and decisions about the future of monies from Europe. It is likely that European funds will not become the province of the RDA for at least two years, and that bids will continue to be through local partnerships to the Government Office, and through trans-national projects.

### **3.6 East of England Brussels Office**

Most, though not, all of the 54 local Authorities in this region subscribe to the Office, as do the 7 TECs.

The main objectives for the office are to preserve and promote the region's interests within an increasingly competitive environment and the enlargement of Europe, paying particular attention to the reform of the Structural Funds.

The office is now well established and is often contacted by this region's MEPs and Committee of the Regions members

### **3.7 Committee of the Regions (COR)**

This is the official voice of local government in Europe, providing for EU consultation with local and regional authorities on matters which affect them (the reform of the Structural Funds is an example).

COR consists of 222 members from the 15 Member States who are appointed by the Council of Ministers on the recommendation of those States. The UK has 24 members and 24 alternates.

The EU Commission, Council of Ministers and European Parliament must consult COR.

This region has two COR Members: one (and the alternate) from Suffolk County Council, the other from Essex.

### **3.8 Member and Officer Structures in the County Council**

Members are involved in:

- The Member Steering Group on Europe, which has been monitoring Structural Fund developments and has met with Hertfordshire's MEPs.

The Committee have agreed that the Member Steering Group be expanded to 9 members and time limited to 28 April 1999 when it will report to the Policy Committee with a value analysis of current Europe activities and proposals for future processes, structures and priorities.

- Membership of the EELGC executive and the Member Working Party on Europe. As such they have been involved in the development of the Local Government position on Europe.
- The AER, on which the County Council has been represented since 1993, (currently by County Councillors H A Burningham, A Lee and B A York). The AER has been a good vehicle for making contacts and developing influence. It has also been instrumental in developing EU funded schools links programmes.
- The EDAP Commission Member Working Party on Business, Europe and the Region, which has been considering issues for HCC, business, and partners, caused by the changes in Europe and developments in the region.

Officers are involved in:

- Assisting partners, voluntary organisations, community groups, and HCC services in the bidding for grants and expenditure.
- Supporting the three Members involved with the AER.
- As part of the Europe Co-ordinating Group, which seeks to ensure that everyone works together effectively.
- The Hertfordshire Europe Group (HEG) which reports to the Prosperity Forum. Through this Group it has been possible to achieve European funding towards the setting-up of a Hertfordshire European Information Centre.

**I H Laidlaw-Dickson**  
**Chairman**

**27 January 1999**

DRAFT

REVISED FEBRUARY 1999

**SCHEME OF DELEGATION TO OFFICERS****1. INTRODUCTION****Overall Basis**

- 1.1 This scheme delegates the powers and duties of the Council to officers and should be interpreted widely rather than narrowly.
- 1.2 This scheme delegates power and duties within broad functional descriptions and includes powers and duties under all legislation present and future within those descriptions and all powers and duties incidental to that legislation, including appointment and dismissal of staff (where that function is not reserved to members by the Scheme of Delegation to Committees) and authorising the affixing of the Common Seal.
- 1.3 This scheme operates under Sections 101 of the Local Government Act 1972 and all other powers enabling the Council.
- 1.4 This scheme includes the obligation on officers to keep members properly informed of activity arising within the scope of these delegations.

**Overall Limitations**

- 1.5 This scheme does not delegate to officers:-
  - (i) Any matter reserved to full Council.
  - (ii) Any matter which by law may not be delegated to an officer.
  - (iii) Any matter expressly withdrawn from delegation by this scheme or, in a particular case, by the Council a Committee or a Sub-Committee.
- 1.6 Officers shall exercise delegated powers in accordance with:-
  - (i) Policies approved by or on behalf of the Council.
  - (ii) The Code of Conduct for Employees.
  - (iii) Procedures for the Conduct of Business.
  - (iv) Protocol for Relationships Between Members And Officers.
- 1.7 Any exercise of delegated powers shall also be subject to:-

- (i) Any statutory restrictions
- (ii) Standing orders
- (iii) Contract regulations
- (iv) Financial regulations

- 1.8 In exercising delegated powers, officers shall not go beyond the provision in the revenue or capital budgets for their service except to the extent permitted by Contract regulations or Financial regulations.
- 1.9 In exercising delegated powers, officers shall have regard to any report by the Head of the Paid Service or the Monitoring Officer under Sections 4 and 5 of the Local Government and Housing Act 1989 or of the Chief Financial Officer under Section 114 of the Local Government Finance Act 1988.

**Further provisions:**

- 1.10 This scheme includes the power for officers further to delegate in writing all or any of the delegated functions to other officers (described by name or post) either fully or under the general supervision and control of the delegating officer. Sub-delegations shall be recorded in a register kept by the County Secretary under Section 100G of the Local Government Act 1972. Sub-delegations may be made across departmental boundaries and to other Councils in Hertfordshire and their officers.
- 1.11 Officers shall devolve responsibilities for service delivery and management (whether or not involving sub-delegation under this scheme) to the nearest practicable point to the service user and in a way which clearly identifies accountabilities.
- 1.12 Before exercising delegated powers an Officer shall comply with the requirements for consultation with Members set out in the Procedures For Conduct Of Business. It shall always be open to an officer not to exercise delegated powers but to refer the matter to a committee or sub-committee for decision.
- 1.13 For the avoidance of doubt, this scheme constitutes an invitation by the Social Services Committee to the relevant officers to exercise the powers and duties of that committee delegated by this scheme.
- 1.14 In exercising delegated powers, officers shall consult with such other officers as they determine appropriate and shall have regard to any advice given.

- 1.15 In this scheme “officer” means the holder of any post named in this scheme as having delegated powers and duties.
- 1.16 In this scheme “Head of Profession” includes responsibility for establishing, maintaining, monitoring, and reporting on professional standards and training, career development and recruitment; but does not include line management.
- 1.17 This scheme operates from 17 February 1999.
- 1.18 Nothing in this scheme shall invalidate actions properly taken before 17 February 1999 by Officers under former delegations. This scheme also validates actions taken by officers inadvertently under former job titles but otherwise properly.
- 1.19 The Scheme delegates to the holder of each post named in it the management of the resources made available for the duties of the post as specified in the terms of the postholder’s appointment.
- 1.20 In each case the delegated authority does not authorise the postholder to make any planning application which would materially conflict with or prejudice the implementation of the Council’s Structure Plan or which is clearly inconsistent with an identified policy in an adopted local plan which is up to date.
- 1.21 In each case the delegated authority excludes the determination of policy and budgets by the officer concerned.
- 1.22 In each case, except where the Chief Executive is exercising delegated authority under paragraph 2(e), none of the officers named are authorised to make a formal response on behalf of the County Council to any White Paper, Green Paper or Government Consultation Paper, without reference first to the relevant Committee.

But when the timescale does not allow for reference to a scheduled Committee meeting, officers are authorised to respond, following consultation with the Committee Spokespersons.

## **2. To THE CHIEF EXECUTIVE**

- (a) To be Head of the Paid Service
- (b) To authorise, after consultation with the Leader and Deputy Leader of the Council and Leader of the Opposition, twinning arrangements with Rheinland-Pfalz and Burgundy (including arrangements for Members’ Allowances under Section 175 of the Local Government Act 1972).
- (c) The power to incur expenditure in the event of a civil emergency.

- (d) To manage the co-ordination of budget processes, including overall strategy, planning, and information.
- (e) In cases of urgency, after consultation with the Leader and Deputy Leader of the Council and the Leader of the Opposition, to take any decision which could be taken by a Committee.
- (f) To act as Head of Profession for information systems staff and to set corporate standards for information technology.

### **3. To THE DIRECTOR OF COMMUNITY INFORMATION**

- (a) The functions of the Council in relation to public libraries, arts and museums and the provision of schools library services, except for the withdrawal or modification of public facilities.
- (b) The functions of the Council as weights and measures and food authority and for trading standards and consumer protection, animal health, performing animals and explosives licensing.
- (c) The functions of the Council in relation to archives and records, except for the withdrawal and modification of public facilities.

### **2. To THE DIRECTOR OF EDUCATION**

The functions of the Council as local education authority, and the functions of the Council relating to the Youth Service; and to sport and recreation policy for the County as a whole, jointly with the Director of Environment.

**Note 1:** The following matters are excluded from this delegation:-

- (i) Local Management of Schools - significant variations to the Scheme and any cases of a withdrawal of delegated powers.
- (ii) Changes to fees, charges and concessions policies, including Maintenance and Clothing Allowances.
- (iii) Decisions to publish statutory notices in relation to school provision.
- (iv) Determination of Discretionary Awards Appeals.

**Note 2:** The Director of Education is authorised to approve youth service grants to youth organisations only after consultation with Community Services and Youth spokespersons.

**5. To THE CHIEF FINANCIAL OFFICER**

- (a) To exercise the proper administration of the Council's financial affairs under Section 151 of the Local Government Act 1972 and Section 114 of the Local Government Finance Act 1988.
- (b) To be the Proper Officer under Section 115 of the Local Government Act 1972.
- (c) To manage the Council's banking arrangements.
- (d) To manage from day to day the:-
  - (i) County Fund and all subsidiary and associated accounts.
  - (ii) Borrowing and Lending Portfolio.
  - (iii) Pension Fund, including the exercise of the Council's functions as administering authority, and the power to seek professional advice and to devolve day to day handling of the Fund to professional advisers within the scope of the Pension Regulations.

**Note:** The Chief Financial Officer is not empowered to change the managers of the Pension Fund..

- (e) To operate the Local Government Pension Regulations 1997 including the exercise of discretions.
- (f) To make payments under the Council's Personal Accident Injury Scheme.
- (g) To implement national and local pay awards and increase payments under the Pension Increase Acts.
- (h) To manage the Leased Car and Car Loan Scheme.
- (i) To make leasing arrangements.
- (j) To act as Head of Profession for finance staff.
- (k) To determine and issue general guidelines to officers on management of financial resources.
- (l) To manage the Council's Insurance arrangements and to determine and issue general guidelines to officers on Insurance.

**6. To THE HEAD OF COUNTY SUPPLIES AND CONTRACT SERVICES**

- (a) To act as a Chief Officer for the purpose of purchasing goods in common use.
- (b) To determine and issue general guidelines to officers on commercial issues and on the operation of the Council's Contract Regulations.

**7. To THE CHIEF FIRE OFFICER**

The functions of the Council as fire authority and for petroleum licensing.

**Note:** The following matters are excluded from this delegation:-

- (i) Changes to duty schemes, including day crewing at fire stations.
- (ii) Closure of fire stations.
- (iii) Consideration of the Annual Report of Her Majesty's Inspector of Fire Services.

**8. To THE CORPORATE DIRECTOR (STRATEGY)**

- (a) The functions of the Council in relation to economic developments and regeneration; and in relation to European and Regional issues.
- (b) The functions of the Council under the Crime and Disorder Act 1998 except for Youth Justice functions (for which see Director of Social Services).

**9. To THE COUNTY SECRETARY**

- (a) To act as Solicitor to the Council
- (b) To authorise the institution, defence, withdrawal or compromise of any claims or legal proceedings, civil or criminal.
- (c) To authorise officers of the Council to appear before Magistrates Courts or County Court Registrars.
- (d) To be Proper Officer of the Council except where legislation or this scheme names another officer and to authorise the making and issue of any formal documents.
- (e) To be Monitoring Officer
- (f) After consultation with the Leader and Deputy Leader of the Council and the Leader of the Opposition, to make a scheme for members allowances, and any

amendments thereto, under the Local Authorities (Members Allowances) Regulations 1991.

- (g) To approve duties for members' allowances including events within Section 175 and 176 of the Local Government Act 1972.
- (h) After consultation with the Leader and Deputy Leader of the Council and the Leader of the Opposition to authorise payment of Members' expenses claims made more than three months in arrears.
- (i) To be County Returning Officer.
- (j) The functions of the Council for Registration of Births, Deaths and Marriages, Coroners and Rent Officers.
- (k) The functions of the Council for licensing of sports grounds, reservoirs, and Nursing Agencies.
- (l) To determine and issue general guidelines to officers on legal, procedural and propriety issues.
- (m) To make appointments to Committees, Sub-Committees, Commissions, Panels, Task Groups, other member bodies and outside bodies.

NOTE: (1) Proportionality applies to all member bodies and the County Secretary makes appointments in accordance with the expressed wishes of the Group to whom the place belongs.

(2) For outside bodies –

- Numerical proportionality in respect of the totality of outside appointments applies as a guide only.
- Where the number of places available to the Council on an outside body permits, proportionality applies as closely as possible.

(n) To implement member arrangements, as required, in pursuance of partnerships with district councils, after consultation with the Policy and Service Committee Spokespersons.

**10. To THE CORPORATE DIRECTOR (PEOPLE AND PROPERTY)**

- (a) To manage central training and job evaluation (including judgement on market forces and employee benefits).
- (b) To act as Head of Profession for personnel staff.
- (c) To determine and issue general guidelines to officers for the management of human resources and in particular recruitment, training, conditions of service, rewards and discipline.
- (d) To authorise acquisition, re-use, appropriation and disposal of land and buildings.
- (e) To act as client for land and buildings in active service use for the purposes of the Policy Committee.
- (f) To act as client for land and buildings not in active service use for the purposes of any Committee.
- (g) To act as Head of Profession for client-side property staff.
- (h) To develop policy and issue strategic guidelines to officers for the use, asset planning, management and maintenance, of land and buildings and to maintain the County Terrier.
- (i) To take (without limit on value) disposal, replacement asset investment and other related decisions for the purposes of achieving effective decisions under the Local Government and Housing Act 1989 capital finance regulations, provided that the relevant Committees have already agreed in principle the disposal, new asset and other projects and that no additional net capital expenditure is created.

Note

The Corporate Director is not empowered to authorise any purchase, sale, or appropriation where the value is expected to exceed £1m (except as permitted by 10(i) above).

- (j) The functions of the Council for Civil Aid and Emergency Planning.
- (k) To issue guidance to staff on Risk Management.

## 11. To THE DIRECTOR OF ENVIRONMENT

- (a) The functions of the Council, as county planning authority, as county highway authority and in relation to traffic and vehicle regulation, public transport, car parking and road safety and in relation to the physical and economic environment of the County including smallholdings and Green Belt estates, tourism, rights of way and open spaces.
- (b) The functions of the Council in respect of waste disposal matters.
- (c) Jointly with the Director of Education, the functions of the Community Services Committee, relating to sport and recreation policy for the county as a whole.
- (d) To oversee and co-ordinate the Council's requirements for Transport Services.

**Note 1:** The following matters are excluded from this delegation:-

- (i) Development Plans
  - approval of draft consultation
  - final approval and certification
- (ii) Approval of major departures from Development Plans arising from planning applications and proposals.
- (iii) Approval of Annual Structure Plan statement arising from Monitoring Reports on the Structure Plan.
- (iv) Approval of county matters (minerals and waste) or County Council applications requiring the submission of an Environmental Statement in accordance with the Town and Country Planning [Assessment of Environment Effects] Regulations 1998.
- (v) Local Transport Plans - approval of the plans and annual updates for submission to the Department of the Environment, Transport and the Regions.
- (vi) Major Trunk Road and major Motorway improvement schemes - County Council response to public draft line, side road and compulsory purchase orders.

- (vii) Major Capital County Transportation Proposals:-
  - Choosing a preferred route or option following public consultation
  - Authorising the promotion of Compulsory Purchase and Side Road Orders.
  
- (viii) Passenger Transport Services
  - Implementing area-wide reviews of passenger transport services.

**Note 2:** Powers to deal with planning permission or deemed planning permission will be exercised personally by Officers specifically named by the Environment Committee.

## **12. To THE DIRECTOR OF SOCIAL SERVICES**

The functions of the Council:

- (a) as social services authority.
- (b) in relation to gypsy site provision.
- (c) in relation to youth justice under the Crime and Disorder Act 1998.

**Note:** The following matters are excluded from this delegation:-

- (i) Decisions on the location of gypsy sites.
  
- (ii) Decisions on the closure, relocation or change of use of residential establishments, day establishments and office accommodation.
  
- (iii) Decisions on permanent savings in the budget needed to achieve Committee's policy.

**END**