

ANNEX A**Annexes in Support of the Budgets**

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MANPOWER STATEMENT

C1

	Original Budget 2011/12		Original Budget 2012/13	
	Manpower Full-time Equivalent	Estimated Cost £000	Manpower Full-time Equivalent	Estimated Cost £000
Supervision & Management				
Administration	9.7	489	7.4	399
Added Years Pension		16		16
Training		8		8
Recruitment		3		3
Total Supervision & Management	9.7	516	7.4	426
Service Charge Account				
Garchey	3.0	113	3.0	114
Cleaners	32.0	933	32.0	949
Estate Concierge (one third)	9.7	430	9.7	416
Lobby Porters	12.0	564	12.0	580
House Officers	3.0	142	3.0	146
Added Years Pension		1		0
Training and relocation expenses		6		7
Total Service Charge Account	59.7	2,189	59.7	2,212
Landlord				
Overtime		5		5
Added Years Pension		4		4
Total Landlord		9		9
Car Parking				
Estate Concierge (two thirds)	19.3	860	19.3	831
Total Car Parking	19.3	860	19.3	831
TOTAL	88.7	3,574	86.4	3,478

The costs can be analysed as follows:

	£000	£000
Basic Pay	2,414	2,294
Overtime	252	258
National Insurance	210	200
Pension contributions	440	404
Added years pensions	21	20
Agency staff	220	284
Training	14	15
Recruitment	3	3
TOTAL EMPLOYEE COSTS	3,574	3,478

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	Original Budget 2011/12 £'000	Latest Approved Budget 2011/12 £'000	Original Budget 2012/13 £'000	Budget to Budget % Increase (Decrease)
Service Charge Account – Continued	A	B	C	E
Electrical testing	10	10	10	E
Asbestos Encapsulation	40	40	40	A
Emergency Lighting to Stairs, Corridors and Plant rooms	35	35	35	A
Heating Condition Survey	99	99	99	A
Electrical Fire Pump Panel	20	20	20	A
Residual Current Device socket outlet	11	11	11	A
Total Service Charge Account	2,149	2,149	2,161	
<u>Services and Repairs - Landlords</u>				
Interior of flats let on short term tenancies and voids:				
Breakdown Maintenance - Building	92	89	102	E
- Electrical	31	31	31	E
Rechargeable works - Emergency work in sold flats, dilapidations and insurance claims	50	55	50	A
External redecoration (70% of soffits)	44	44	44	A
Consultants fees	3	3	3	A
Drains	45	83	78	A
Total Services and Repairs - Landlords	265	305	308	
<u>Car Parking</u>				
Breakdown Maintenance - Building	91	83	71	E
- Electrical	14	12	12	E
Contract Servicing - Building	22	22	10	E
Office Refurbishment	30	0	0	A
Total Car Parking	157	117	93	

	Original Budget 2011/12 £'000	Latest Approved Budget 2011/12 £'000	Original Budget 2012/13 £'000		Budget to Budget % Increase (Decrease)
<u>Stores</u>	A	B	C		C/A
Breakdown Maintenance	6	6	6	E	
Total Stores	6	6	6		0
<u>Trade Centre</u>					
Breakdown Maintenance	11	24	11	E	
Contract Servicing	3	3	3	E	
Podium Works	0	48	0		
Redecorations	0	0	50		
Total Trade Centre	14	75	64		457
<u>Other Non-Housing</u>					
Breakdown Maintenance	2	2	2	E	
Total Other Non-Housing	2	2	2		0
GRAND TOTAL BARBICAN RESIDENTIAL COMMITTEE	2,602	2,663	2,643		1

E = ESSENTIAL
 A = ADVISABLE
 D = DESIRABLE

RECHARGES TO / (FROM) BARBICAN RESIDENTIAL COMMITTEE

Central costs are recharged to service committees on the basis of the level of service provided. Recharges to and from the Barbican Residential Committee are set out in the table below.

Actual 2010/11 £000	RECHARGES TO/(FROM) BARBICAN RESIDENTIAL COMMITTEE	Original Budget 2011/12 £000	Latest Approved Budget 2011/12 £000	Original Budget 2012/13 £000
	Central Recharges			
349	Insurance	354	357	358
114	IS Recharges – Chamberlain	89	88	87
1,854	Capital Charges	1,962	1,991	1,990
	Support Services			
161	Chamberlain	165	185	171
102	Comptroller and City Solicitor	98	96	86
120	Town Clerk	111	128	113
2	City Surveyor	1	3	3
28	Miscellaneous	31	24	22
2,730	Total Central Recharges	2,811	2,872	2,830
	Recharges (to)/from other committees			
(50)	Finance Committee	(50)	(50)	(50)
	Community & Children's Services Committee: -			
438	Technical Services	391	438	399
51	Housing Services	123	95	96
439	Total Recharges (to)/from other Committees	464	483	445
3,169	TOTAL	3,275	3,355	3,275

Premises Insurance

Most properties are re-valued for insurance purposes every few years as part of an overall exercise in respect of premises insurance. In the interim years between re-valuations, a percentage increase in accordance with relevant published indices and forecasts is applied to the declared values at renewal on 25 December.

Miscellaneous Insurance

Primarily public liability, employers liability, professional indemnity.

IS Recharges

The Information Services budget falls into three categories. First, a “core” element is retained by the IS Division for activities such as the support and operation of central and corporate systems. This part of the budget is recharged to individual committees on the basis of their usage of the systems and is shown as an IS recharge within Central Recharges.

The second element relates primarily to “desktop” and network support services. This traded budget has been devolved to departments who may choose to purchase these services from the IS Division or from alternative suppliers, or who may choose to use these resources for other purposes. The charge for such services is shown within the local risk expenditure of services and is not treated as a “recharge”.

Finally, provisions relating to small IS development projects are currently held within Finance Committee. This resource is the subject of bids from individual services.

Capital Charges

The capital charges within this Committee total £1,991,000 in 2012/13. The charges are notional interest at 3.5% of value plus depreciation charges where appropriate over the anticipated lives of assets. All capital charges have a corresponding contra entry in the Finance Committee’s Accounts.

Consequently, the charges have no overall impact on City Fund net expenditure.

	Asset Value 01/04/2011 £000
Landlord	34,196
Car Parks	3,693
Stores	3,955
Trade Centre	13,170
Other Non-Housing	345

Support Services

Central support service costs have been attributed in accordance with the Service Expenditure Code of Practice produced by the Chartered Institute of Public Finance and Accountancy.

The main support services provided by the central departments are:

Chamberlain (Finance)	Accounting services, insurance, revenue collection, payments, financial systems and internal audit.
Comptroller and City Solicitor	Property, litigation, contracts, public law, administration of commercial rents.
Town Clerk	Committee administration, human resources, public relations, printing and stationery, emergency planning.
City Surveyor	The bulk of the City Surveyor's Department is charged directly to the Property Investment Board or to other committees for works or services provided. However, corporate property advice, advice on historic buildings, on energy conservation and on repairs, maintenance and improvement programmes are recharged through support support.
Miscellaneous	Various services including central training, corporate printing, occupational health, union costs, environmental and sustainability section.

Finance Committee

The costs of time spent by officers providing advice and support to Members and Committees are charged to the cost centre for "corporate and democratic core" within Finance Committee.

Community & Children's Services Committee – Technical Services

The Technical Services Division within the Community and Children's Services Department is responsible for repairs, maintenance and improvements. The costs of the Division are recharged to services on a time basis.

Community & Children's Services Committee - Housing Services

Certain functions are accounted for centrally and recharged to each section of the Community and Children's Services Department based mainly on time allocations.