



To: Executive Councillor for Environmental and Waste Services: Councillor Jean Swanson
Report by: Director of Environment and Director of Resources
Relevant scrutiny committee: Environment Scrutiny Committee
Wards affected: All Wards
14 January 2014

Environment – Environmental and Waste Services Portfolio Revenue and Capital Budget Proposals - 2013/14 to 2017/18

Key Decision

1. Executive summary

Revenue and Capital Budgets

- 1.1 The following report details the budget proposals which relate to this portfolio that are included in the Budget-Setting Report (BSR) 2014/15 to be considered at Strategy & Resources Scrutiny Committee on 20 January 2014.
- 1.2 This report also includes any recommendations concerning the review of charges, project appraisals and capital re-phasing for schemes in the Capital & Revenue Projects Plan for this portfolio.

2. Recommendations

The Executive Councillor is recommended to:

Review of Charges:

- a) Approve the proposed charges for this portfolio's services and facilities, as shown in Appendix A1 to this report.

Capital:

- b) Approve, where relevant, project appraisals (shown in Appendix D).
- c) Seek approval from the Executive to carry forward resources from 2013/14, as detailed in Appendix C, to fund re-phased capital spending.

3. Background

- 3.1 The overall BSR to Strategy & Resources Scrutiny Committee on 20 January 2014 will include a review of all the factors relating to the overall financial strategy that were included in the Mid-Year Financial Review (MFR) 2013, considered at Council on 24 October 2013.
- 3.2 Further work may be required on detailed budgets therefore delegation to the Section 151 Officer will be sought from Council for authority to finalise changes, for example those relating to technical adjustments to departmental administration, support service and central costs, in accordance with the CIPFA Service Reporting Code of Practice for Local Authorities (SeRCOP).

Budget Proposals

- 3.3 Council will consider budget proposals at its meeting on 27 February 2014. Detailed proposals are included in the appendices listed on the table below.

Appendix	Proposal Type	Included
A	Scale of Fees & Charges	✓
B	Budget Proposals	✓
C	Capital & Revenue Projects Plan re-phasing	✓
D	Project Appraisals	x

Review of Charges

- 3.4 Proposals for the review of charges for this portfolio that require approval are presented in Appendix A1.
- 3.5 As some charges are regulatory functions (under the Licensing Committee), the review of charges shown in Appendix A2 will be reported to that Committee for approval on 27 January 2014. They are shown in this report for information only.
- 3.6 The statutory Licensing Act 2003 fees plus the Gambling Act 2005 fees which are set within parameters set by the department of Culture, Media and Sport are not shown in the appendix. These can be viewed on the City Council website.
<https://www.cambridge.gov.uk/licences-and-permits>

Capital

3.7 Appendix C shows the latest position against the 2013/14 Capital & Revenue Projects Plan at November 2013 for projects within this portfolio, with variances explained in detail in the accompanying notes.

4. Implications

All budget proposals have a number of implications. A decision not to approve a revenue bid will impact on managers' ability to deliver the service or scheme in question and could have staffing, equal opportunities, environmental and/or community safety implications. A decision not to approve a capital or external bid will impact on managers' ability to deliver the developments desired in the service areas.

Implication		Comment
a	Financial	Financial implications of budget proposals are summarised in the Budget-Setting Report 2014/15.
b	Staffing	See text above.
c	Equal Opportunities	Equality Impact Assessments have been conducted on all budget proposals where there is a significant service change proposed and, where relevant, will be reported to each Scrutiny Committee. A consolidated Assessment for the Council's Budget Setting Report will be submitted to the Executive at its meeting on 23 January 2014.
d	Environmental	Where relevant, officers have considered the environmental impact of budget proposals which are annotated as follows: <ul style="list-style-type: none">• +H / +M / +L: to indicate that the proposal has a high, medium or low positive impact.• Nil: to indicate that the proposal has no climate change impact.• -H / -M / -L: to indicate that the proposal has a high, medium or low negative impact.
e	Budget Consultation	Details of the results of the 2013 survey can be found on the internet at: http://alturl.com/h9jgw
f	Community Safety	See text above.

5. Background papers

These background papers were used in the preparation of this report:

- Mid-Year Financial Review (MFR) 2013
- Budget Papers 2014/15

7. Inspection of papers

To inspect the background papers or if you have a query on the report please contact:

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Appendix A1

Environmental and Waste Services Portfolio / Environment Scrutiny Committee Review of Charges - To be approved by this committee

Charge Type and Description	Charges 2013/14	Charges 2014/15	% Increase
Environmental Services			
Rodent control - Businesses - per hour (Half hour min. charge)*	£75.00	£75.00	0.0%
Fleas and Other - Cash*	£89.25	£89.25	0.0%
- Invoice*	£89.25	£89.25	0.0%
- Businesses - per hour (Half hour min charge)*	£75.00	£75.00	0.0%
Mice Treatment*	£35.00	£35.00	0.0%
House / Car Alarms (fee includes administration costs)	Actual Costs	Actual Costs	0.0%
Lecture Fees - per hour	£70.00	£70.00	0.0%
Recycling Kitchen Caddy Sacks (in packs of 50) *	£2.50	£2.50	0.0%
Food Surrender and Disposal	Actual Costs	Actual Costs	0.0%
Food Register - single entry	£2.00	£2.00	0.0%
- register	£816.00	£816.00	0.0%
Taught CIEH courses	£75.00	£76.50	2.0%
Online CIEH Courses	£25.00	£25.50	2.0%
Examination following on-line courses	£20.00	£20.50	2.5%
Tailored Training	Actual Costs	Actual Costs	0.0%
Mentoring Training	Actual Costs	Actual Costs	0.0%
Primary Authority Partnership Scheme at £40 hour	Actual Costs	Actual Costs	0.0%
Contaminated Land (per Enquiry/Polygon)	£143.00	£143.00	0.0%
Waste and Recycling			
Wheelie bins			
New black domestic 240ltr bin	£50.00	£50.00	0.0%
New black domestic 140ltr bin	£25.00	£25.00	0.0%
Recondition black 240ltr bin (when available)	£25.00	£25.00	0.0%
Green and Blue 240ltr & 140ltr bins	free	free	0.0%
Bulky domestic collections			
13 cubic metres domestic waste skip	£150.00	£150.00	0.0%
Bulky Domestic collections			
One item (Four bin bags or bundles = one item)	£22.00	£22.00	0.0%
Two or three items	£28.60	£28.60	0.0%
Four - six items	£33.00	£33.00	0.0%
Seven - 10 items	£44.00	£44.00	0.0%
10 items plus	By quote	By quote	0.0%
Hazardous domestic collections			
Domestic fridges and freezers (not from businesses),	£22.00	£22.00	0.0%
Microwave	£22.00	£22.00	0.0%
TV and computer Monitors	£22.00	£22.00	0.0%
Car batteries	£22.00	£22.00	0.0%
Dogs			
Statutory Fee for all stray dogs**	£25.50	£25.00	(2.0%)
Transportation cost of stray dog to kennel	£61.20	£61.20	0.0%
Kennels registration and vet checking fee	£48.00	£48.00	0.0%
Daily kennel charges	£11.75	£11.75	0.0%
Collection fee for stray dogs out of normal office hours	£61.20	£70.00	14.4%
* These charges are shown net of VAT			
** Externally set fees and charges			

Appendix A2

Environmental and Waste Services Portfolio / Environment Scrutiny Committee Review of Charges - Approved by Licensing Committee. For information only.

Charge Type and Description	Charges 2013/14	Charges 2014/15	% Increase
Animal Businesses (New and Renewal)			
Pet Shop Licence	£225.00	£275.00	22.2%
Animal Boarding Establishment	£225.00	£275.00	22.2%
Dog Breeding Establishment	£225.00	£275.00	22.2%
Riding Establishment	£317.00	£275.00	(13.2%)
Zoo	£424.00	£500.00	17.9%
Dangerous Wild Animals	£252.50	£275.00	8.9%
Skin Piercing			
Skin Piercing – Premises	£125.00	£130.00	4.0%
Skin Piercing - Practitioners	£30.00	£45.00	50.0%
Sex Establishments			
Sexual Entertainment Venues (new & variation)	£4,916.00	£2,700.00	(45.1%)
Sexual Entertainment Venues (renewal)	£755.00	£800.00	6.0%
Sexual Entertainment Venues (transfer)	£4,916.00	£800.00	(83.7%)
Sex Shop / Sex Cinema (new & variation)	£4,916.00	£2,500.00	(49.1%)
Sex Shop / Sex Cinema (renewal)	£755.00	£800.00	6.0%
Sex Shop / Sex Cinema (transfer)	£4,916.00	£800.00	(83.7%)
Scrap Metal Dealers			
Site Licence	£410.00	£410.00	0.0%
Conversion to collector's licence	£50.00	£50.00	0.0%
Change of licensee name	£50.00	£50.00	0.0%
Addition of site	£410.00	£410.00	0.0%
Removal of site	£50.00	£50.00	0.0%
Change of Site Manager	£120.00	£120.00	0.0%
Replacement of lost or damaged licence	£45.00	£45.00	0.0%
Collector's licence	£175.00	£175.00	0.0%
Conversion to site licence	£355.00	£355.00	0.0%
Change of name (e.g. status)	£50.00	£50.00	0.0%
Replacement of lost or damaged licence	£45.00	£45.00	0.0%
Taxi Licences			
Drivers			
Application fee for new applicants	£40.00	N/A	N/A
Disclosure & Barring Service Check (DBS) *	£44.00	£44.00	0.0%
Knowledge Test	£30.00	£36.00	20.0%
New Licence Fee	£50.00	£145.00	190.0%
Annual Renewal Fee	£50.00	£75.00	50.0%
3 Yearly Renewal Fee	£100.00	£150.00	50.0%
Replacement Badges	£10.21	£15.00	46.9%
DVLA Data Check *	£8.00	£8.00	0.0%
Vehicles			
Mechanical Fitness Test (Twice Yearly)	£51.00	£56.00	9.8%
Hackney Carriage Licence	£195.00	£200.00	2.6%
Private Hire Licence	£195.00	£190.00	(2.6%)
Vehicle Licence Renewal	£195.00	£170.00	(12.8%)
Plate Deposit	£50.00	£50.00	0.0%
Replacement Plate	£10.21	£25.00	144.9%
Re-test if works carried out at a separate garage and returned within 10 day	£25.50	£28.00	9.8%
Re-test if works carried out at a separate garage and returned after 10 day	£51.00	£56.00	9.8%
Change of Ownership	£50.00	£80.00	60.0%
Crest - self adhesive	£5.40	£6.00	11.1%
Crest - magnetic	£7.40	£8.00	8.1%
Operators Licence			
Standing Charge	£75.00	N/A	N/A
Each Vehicle - (up to 100 Vehicles, excluding standing charge, max £1,200)	£20.00	N/A	N/A
Each Vehicle - (over 100 Vehicles, excluding standing charge, max £2,250)	£15.00	N/A	N/A
Private Hire Operators Licence	N/A	£140.00	N/A
Transponders			

Appendix A2**Environmental and Waste Services Portfolio / Environment Scrutiny Committee
Review of Charges - Approved by Licensing Committee. For information only.**

Charge Type and Description	Charges 2013/14	Charges 2014/15	% Increase
Annual permit	£20.00	£20.00	0.0%
Deposit *	£80.00	£80.00	0.0%
Replacement *	£80.00	£80.00	0.0%
* Externally set fees and charges			

2014/15 Budget - General Fund Proposals

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Reference	Item Description	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	2016/17 Budget £	2017/18 Budget £	Contact	Climate Effect Rating
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Capital Bids

Environment - Environmental & Waste Services

C3423	Waste and recycling bins for new developments	0	85,000	0	0	0	Jen Robertson	+M
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It is predicted that the following sums of money will be needed from the Section 106 capital funds to provide refuse and recycling bins for houses and flats in new developments. The bid is linked to an External Finance bid [X3424] for R&R funding.

C3459	Vehicle Replacement Programme	0	169,500	1,206,000	0	0	Michael Parsons	+M
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This is an update of the vehicle replacement programme projections to those which are already included in the capital plan. The spend is all to be funded from R & R funds.

C3481	Public Conveniences	0	233,000	0	0	0	Andy Preston	Nil
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*Kier, the Principal Contractor through the SCAPE framework for refurbishing the Lion Yard Toilets have been unable to confirm a sub contractor. Indicative costs are higher than Kier's initial estimate due, in part, to some structural issues. Work is now unlikely to be completed before April and provision of extra capital funding for Silver Street will be needed in 2014/15.
[Funding from Reserves]*

Total Capital Bids in Environment - Environmental & Waste Services

0	487,500	1,206,000	0	0
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Total Capital Bids

0	487,500	1,206,000	0	0
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2014/15 Budget - General Fund Proposals

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Reference	Item Description	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	2016/17 Budget £	2017/18 Budget £	Contact	Climate Effect Rating
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External Bids

Environment - Environmental & Waste Services

X3424	R&R contributions for waste and recycling bins for new developments	0	8,500	8,500	8,500	8,500	Jen Robertson	+L
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This R&R bid is linked to a capital bid for the purchase of refuse and recycling bins for new developments. (Linked to C3423)

[Bid to Council Tax Earmarked for Growth Fund].

X3473	Emissions and Vehicle Speed in the Urban Environment	0	1,450	17,500	0	0	Jo Dicks	Nil
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Cambridge City Council is consulting on further 20 mph zones across the city. This will encourage road conditions that encourage and facilitate the take-up of active and sustainable transport modes, such as walking and cycling, with associated health and well-being benefits, reduced noise, improved flow and reduced severity of road traffic accident injuries. This project is to assess the likely air quality impacts of implementing the 20mph zone - it is fully funded by a DEFRA Air Quality Grant and will be largely delivered using externally procured services therefore will have minimal impact on current resources. [DEFRA Grant]

Total External Bids in Environment - Environmental & Waste Services

0	9,950	26,000	8,500	8,500
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Total External Bids

0	9,950	26,000	8,500	8,500
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2014/15 Budget - General Fund Proposals

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Reference	Item Description	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	2016/17 Budget £	2017/18 Budget £	Contact	Climate Effect Rating
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PPF Bids**Environment - Environmental & Waste Services**

PPF3292	Recycling Champions scheme	0	14,000	0	0	0	Jen Robertson	+H
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Over the last four years the recycling champions have helped the strategic aim of the council to increase recycling through local events and generally increasing public engagement particularly in low performing areas. This bid will fund the Co-ordinator post for a further year (until August 2015) to enable plans to be made for sustainable support for volunteers within budget.

PPF3430	Public Realm Enforcement apprenticeship	0	6,000	7,000	8,000	0	Bob Carter	Nil
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Funding is requested to recruit an enforcement apprentice for three years. This shows commitment to the training and development of young people and will provide needed support to the Public Realm Enforcement team.

Total PPF Bids in Environment - Environmental & Waste Services

0	20,000	7,000	8,000	0
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Total PPF Bids

0	20,000	7,000	8,000	0
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2014/15 Budget - General Fund Proposals

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Reference	Item Description	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	2016/17 Budget £	2017/18 Budget £	Contact	Climate Effect Rating
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Savings

Environment - Environmental & Waste Services

S3301	Materials Recycling Facility (MRF) Gate fee	0	(119,500)	(116,000)	(116,000)	(116,000)	Jen Robertson	+H
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Saving is due to the increased value of recyclate and the potential for better income as a result of a joint contract with all the partners in Cambridgeshire and Peterborough. (Linked to RB3294)

S3425	Trade Waste landfill charges	0	(50,000)	0	0	0	Jen Robertson	+H
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Revision of how current trade collections are undertaken due to an increase in commingled collections and a reduction in the disposal costs for general waste. (Linked to RB3296)

Total Savings in Environment - Environmental & Waste Services		0	(169,500)	(116,000)	(116,000)	(116,000)		
Total Savings		0	(169,500)	(116,000)	(116,000)	(116,000)		

2014/15 Budget - General Fund Proposals

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Reference	Item Description	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	2016/17 Budget £	2017/18 Budget £	Contact	Climate Effect Rating
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Service Reviews

Environment - Environmental & Waste Services

SR3297	Review of Bring Bank Collections	0	0	(25,000)	(25,000)	(25,000)	Jas Lally	Nil
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Review of how collections are currently undertaken and utilising commingled rounds. Savings will be from vehicle costs and R&R.

SR3298	Review of bulky waste services	0	(60,000)	(90,000)	(90,000)	(90,000)	Jas Lally	+L
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Review of domestic bulky waste collections and seeking a third party contractor to reuse material where possible and reducing landfill costs. Also looking at trade bulky waste collections to determine if there are additional services which can be provided.

SR3299	Cease Pest Control service	0	(13,800)	(54,500)	(54,500)	(54,500)	Jas Lally	Nil
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Pest control is a discretionary service. By ceasing the service local residents will be able to use local companies who could provide a wider service than currently provided for example treatment of wasps. The Council will obtain a list of approved contractors that will be on a list on the web site and through the customer service centre. To ensure that the service is available for vulnerable residents a budget of £10k will be available to reduce their cost.

SR3300	Commercial Food Waste Service	0	(4,000)	(4,000)	(4,000)	(4,000)	Jas Lally	+M
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Starting up a new weekly food waste service, approved by members at Oct scrutiny committee. Service to be launched in April 2014 and seeking contracts through Cambridge BID.

SR3302	Increase in trade waste customers	0	(20,000)	(20,000)	(20,000)	(20,000)	Jen Robertson	Nil
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Increasing the marketing of the service to seek large contracts within the County for general and commingled waste. Discussions with the County Council currently taking place to reduce disposal costs, increase the amount of general waste and income for all.

SR3303	Joint waste operational centre with South Cambs DC	0	0	(50,000)	(75,000)	(75,000)	Jas Lally	Nil
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A business case is currently being put together on sharing a joint waste operational centre with South Cambs DC. This will be dependent upon operational issues being resolved such as fleet management and will require considerable planning. The benefits of a shared service centre will lead to a number of potential savings such as a reduced management, fleet and reduce overall operational costs.

SR3304	Recyclate and sorting contract	0	(14,000)	(23,000)	(23,000)	(23,000)	Jen Robertson	+L
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2014/15 Budget - General Fund Proposals

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Reference	Item Description	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	2016/17 Budget £	2017/18 Budget £	Contact	Climate Effect Rating
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Service Reviews

Current joint contract with Fenland and Hunts DC expires in November 2014. New contract being sought with all five collection authorities in Cambridgeshire and Peterborough authorities. It is difficult to predict the future prices for material as it will depend upon national markets.

SR3306	Review of Environmental Health Service	0	0	(50,000)	(50,000)	(50,000)	Jas Lally	Nil
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Discussions with Hunts DC on a shared service have not been successful, however the two local authorities are looking at the potential for setting up a mutual company and producing a business case. The type of service, impact on staff, future benefits and agreement by members will require considerable work along with the type of back office support for the service.

SR3307	Charging for a second green waste bin	0	(19,500)	(19,500)	(19,500)	(19,500)	Jas Lally	Nil
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Approximately 2,000 properties have a second green waste bin. It is proposed to charge £30 per annum for this second bin collection service. The experience of other councils indicates one third will cancel the second bin, one third pay and one third use other means of disposal.

SR3418	Street Cleansing Shift Patterns	0	(10,000)	(10,000)	(10,000)	(10,000)	Bob Carter	Nil
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As a result of the changing requirements of the service over recent years it has been recognised that the current working patterns and practices do not provide the most efficient service. A review is currently under way which will identify methods of working, maximising output and reducing cost.

Total Service Reviews in Environment - Environmental & Waste Services

0	(141,300)	(346,000)	(371,000)	(371,000)
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Total Service Reviews

0	(141,300)	(346,000)	(371,000)	(371,000)
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2014/15 Budget - General Fund Proposals

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Reference	Item Description	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	2016/17 Budget £	2017/18 Budget £	Contact	Climate Effect Rating
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Unavoidable Capital Bids

Environment - Environmental & Waste Services

UC3291	N W Cambridge Development Underground Bins Collection Vehicle	0	210,000	0	0	0	Michael Parsons	-L
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The University of Cambridge is selecting a supplier of an Underground Bin System for the North West Cambridge Development (NWCD). Cambridge City Council will be carrying out the collections for this service and therefore will need to procure a bespoke vehicle to carry out the collection. The collection will start in 2015 but due to the build time the order will need to be placed in the next financial year (2014/15). The University will be funding the additional cost of the vehicle (£60,000 over and above the cost that a normal refuse vehicle would cost (£150,000). There will be a Memorandum of Understanding which will include an agreement for a financial contribution to the City to collect from properties in SCDC. The revenue cost of the underground scheme will be bid for in the next budget cycle when the actual system to be used is known. [Bid to Council Tax Earmarked for Growth Fund for £150,000]

Total Unavoidable Capital Bids in
Environment - Environmental & Waste
Services

0	210,000	0	0	0
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Total Unavoidable Capital Bids

0	210,000	0	0	0
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Environment & Waste Services Portfolio / Environment Scrutiny Committee

2013/14 Capital Budget Position

Capital Ref	Description	Lead Officer	Original Budget 2013/14	2013/14 Budget as at November 2013	2013/14 Spend to the end of November 2013	Anticipated Spend December 2013 to March 2014	Anticipated Variance	Re-phase Spend	Forecast Over / (Under) Spend	Variance Explanation / Comments
			£000	£000	£000	£000	£000	£000	£000	
SC423	Recycling Bins for Flats	J Robertson	0	25	23	2	0	0	0	It is anticipated that this work will be completed by the end of this year
SC530	Street Cleaning Planning Software	B Carter	0	15	0	0	(15)	15	0	It is asked that this budget is rephased to 2014/15 as we are still awaiting the outcome of contender/idoocs works.
SC531	In-cab Technology for Trade Waste Service	M Parsons	50	61	17	21	(23)	23	0	Phase 3 - Trade vehicles deployment is underway but the integration is unlikely to be carried out before end of March 2014, due to current system review of M3/Contender systems. Rephasing of the budget is requested.
SC566	Rapid Response Team - Vehicle & Equipment	A Ash	75	75	72	0	(3)	0	(3)	The project is complete. The vehicle, trailer and equipment has been delivered in November 2013 and the Rapid Response Team is now fully operational.
SC567	Purchase of Street Cleansing Vehicles & Plant	B Carter	70	70	41	29	0	0	0	A final item of plant will be ordered and delivered by year end.
SC585	Fleetmaster Software	M Parsons	0	15	0	15	0	0	0	Implementation is underway. A test system is due to be delivered in January 2014.
Total Projects			195	261	153	67	(41)	38	(3)	

Environment & Waste Services Portfolio / Environment Scrutiny Committee

2013/14 Capital Budget Position

Capital Ref	Description	Lead Officer	Original Budget 2013/14	2013/14 Budget as at November 2013	2013/14 Spend to the end of November 2013	Anticipated Spend December 2013 to March 2014	Anticipated Variance	Re-phase Spend	Forecast Over / (Under) Spend	Variance Explanation / Comments
			£000	£000	£000	£000	£000	£000	£000	
PV016	Public Conveniences	B Carter	778	361	37	300	(24)	24	0	Procurement of the construction of the Lion Yard Refurbishment Project has not been successful so far. Only one subcontractor provided a tender return, with a minimum of three required to set a target price with the Principal Contractor through the SCAPE framework. This process will now have to be repeated in the new year, delaying the planned start date to February and therefore completion to the end of April 2014 at the earliest.
Total Provisions			778	361	37	300	(24)	24	0	
PR017	City Services - Vehicle Replacement Programme	D Cox	864	1,030	349	456	(225)	225	0	Reduced spend due to fleet 13, 189 and 276 being put on hold for this financial year.
PR028	Litter Bin Replacement Programme	B Carter	125	138	11	127	0	0	0	Bins for the next phase were ordered in December and are expected to be installed by March 2014.
PR035	Waste & Recycling Bins - New Developments (S106)	J Robertson	79	65	10	55	0	0	0	Bins for new developments are being purchased all of the time. However developers continue not to provide sufficient lead time so that bins can be ordered and delivery scheduled.
Total Programmes			1,068	1,233	370	638	(225)	225	0	
Total for Environment & Waste Services Portfolio			2,041	1,855	560	1,005	(290)	287	(3)	