



To: Executive Councillor for Environmental & Waste Services: Councillor Jean Swanson
Report by: Director of Environment and Director of Resources
Relevant scrutiny committee: Environment Scrutiny Committee 10/1/2012
Wards affected: All Wards

**ENVIRONMENT - ENVIRONMENTAL & WASTE SERVICES PORTFOLIO
REVENUE AND CAPITAL BUDGETS 2011/12 (REVISED)
2012/13 (BUDGETS) AND 2013/14 FORECAST
Key Decision**

1. Executive summary

Revenue and Capital Budgets

1.1 The following report sets out the overall base revenue and capital budget position for the Environmental & Waste Services Portfolio. The report compares the proposed 2011/12 Revised Budget to the budget as at September 2011 and details the budget proposals for 2012/13 and 2013/14.

2. Recommendations

The Executive Councillor is recommended to:

Review of Charges:

- a) Approve the proposed charges for Environmental & Waste services and facilities, as shown in Appendix B to this report.

Revenue Budgets:

- b) Approve, with any amendments, the current year funding requests and savings, (shown in Appendix A) and the resulting revised revenue budgets for 2011/12 (shown in Table 1) for submission to the Executive.
- c) Agree proposals for revenue savings and unavoidable bids, as set out in Appendix C.
- d) Agree proposals for bids from external or existing funding, as set out in Appendix D.
- e) Agree proposals for Priority Policy Fund (PPF) bids, as set out in Appendix E.
- f) Approve the budget proposals for 2012/13 as shown in Table 2, for submission to the Executive.

Capital:

- g) Seek approval from the Executive to carry forward resources from 2011/12, as detailed in Appendix G, to fund re-phased capital spending.
- h) Approve capital bids, as identified in Appendix H, for submission to the Executive for inclusion in the Capital & Revenue Projects Plan or addition to the Hold List, as indicated.
- i) Confirm that there are no items covered by this portfolio to add to the Council's Hold List, for submission to the Executive.
- j) Approve the current Capital & Revenue Projects Plan, as detailed in Appendix J, to be updated for any amendments detailed in (g), (h) and (i) above.
- k) Approve the following project appraisals as detailed in Appendix K:
Vehicle replacements 2012/13

3. Background

- 3.1 At its meeting on 20 October 2011, Council gave initial consideration to the budget prospects for the General Fund for 2012/13 and future years. As a result an overall savings requirement was set for net expenditure. The expectation was that service reviews would contribute significantly to achievement of these targets and the position on any service reviews within this portfolio are shown in paragraph 3.12.
- 3.2 The overall Budget Strategy Report (BSR) to Strategy & Resources Scrutiny Committee on 16 January 2012 will include a review of all the factors relating to the overall financial strategy that were included in the Medium Term Strategy (MTS).
- 3.3 For 2012/13 provision was made for a Priority Policy Fund (PPF) of £500,000 to provide funding for developments that demonstrate a significant contribution to the Council's Vision Statement, as set out in the Annual Statement. Where appropriate, PPF bids are listed in Appendix E.
- 3.4 The report to The Executive on 19 January 2012 may include details of the Government's Final Settlement for 2012/13. The announcement is likely to be made shortly after the conclusion of the consultation period, which ends on 16 January 2012.
- 3.5 Capital bids will be prioritised by the Executive at its meeting on 19 January 2012. Items in the existing Capital & Revenue Projects Plan and Hold List will also be reviewed to identify any which are no longer required, or where the current indicated timing for spending is no longer accurate. The Capital & Revenue Projects Plan can then be revised to take account of any changes required.
- 3.6 Further work is required on detailed budgets due to the corporate and departmental restructuring, so delegation to the Director of Resources will be sought from Council for authority to finalise changes relating to this and the reallocation of support service and central costs, in accordance with the CIPFA Best Value Accounting Code of Practice and the Service Reporting Code of Practice for Local Authorities (SeRCOP).

Revised Budget 2011/12

3.7 The following table sets out the proposed revised revenue budget for this portfolio in comparison with the September 2011 budget.

Table 1: Revised Budget 2011/12

Total Net Budget	2011/12 Budget Sept 2011 £	2011/12 Revised Budget Jan 2012 £	Variation Increase/ (Decrease) £
Environmental Services & Waste Portfolio	8,752,220	8,188,040	(564,180)
Variation represented by:			
<u>Technical Adjustments</u>			
Adjustment for the redistribution of overheads			(160,350)
Depreciation adjustments			(33,390)
Adjustment of budgets from this portfolio to Housing portfolio			(4,840)
Other cash limit adjustments			(30,600)
* Total (Savings) / Bids (as per Appendix A)			(335,000)
Total Variance			(564,180)

3.8 On 23 February 2012, Council will consider for approval the revised budget proposals for this portfolio. The table above demonstrates, after budget transfers, a net reduction in the use of reserves of £335,000 compared to the position at September 2011. See Appendix A for further details of amended budget proposals/changes.

Review of Charges

3.9 Proposals for the review of charges for this portfolio are presented at Appendix B. The effects of any proposed changes have been included in the base budget projections.

3.10 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.

<http://www.cambridge.gov.uk/ccm/navigation/business/licensing-and-permissions>

Budget 2012/13

- 3.11 A summary of the proposed budget for 2012/13 for this portfolio is shown in Table 2. This includes the effects of the proposed savings and unavoidable bids together with the impact of the proposed new charges.
- 3.12 The proposed savings and unavoidable bids, identified during the budget process to date, are detailed in Appendix C.

Service Reviews

- 3.13 The anticipated net savings resulting from service reviews are shown in Table 2 and detailed in Appendix C.

Overall Revenue Budget Position

- 3.14 The approved budget proposals for this portfolio will be submitted to the meeting of Environment Scrutiny Committee on 10 January 2012 and for consideration by the Executive at its meeting on 19 January 2012.
- 3.15 An overall summary of the budget proposals, as set out in this report, is shown below.

Table 2: Overall Budget Proposals

Savings and Bids	2012/13 Budget £	2013/14 Forecast £
Savings:		
Service Reviews	(142,000)	(142,000)
Other	(88,500)	(179,000)
Total	(230,500)	(321,000)
Bids:		
Unavoidable	27,000	27,000
Other	0	0
Total	27,000	27,000
Net savings/bids (see Appendix C)	(203,500)	(294,000)
External Bids (see Appendix D)	20,000	20,000
Priority Policy Fund (PPF) Bids (see Appendix E)	47,000	44,000

Capital – 2011/12 Revised Budget, Capital Bids and 2012/13 Proposed Budget

- 3.16 Appendix G shows the latest position against the 2011/12 Capital & Revenue Projects Plan at September 2011 for projects within the Environmental Services & Waste Portfolio, with variances explained in detail in the accompanying notes. A variance of (£602,000) is anticipated of which (£406,000) is due to slippage. The remaining variance of (£196,000) relates to forecast net underspends on individual capital schemes and programmes.
- 3.17 Appendix H details the schemes, which have been identified as possible bids for the Capital & Revenue Projects Plan.
- 3.18 Section 6 of the Medium Term Strategy, approved in October 2011, highlighted the need to review current Hold List items. There are currently no items on the Hold List for this portfolio.
- 3.19 Appendix J shows the Capital & Revenue Projects Plan for all the projects within this committee's portfolio (including any approvals since the MTS was published in October 2011, but before any changes arising in paragraphs 3.16, 3.17 and 3.18 above).

Public Consultation

- 3.20 For a number of years the Council's budget process has included consultation with the citizens of Cambridge to find out which services were most important to residents and what they thought spending and savings priorities should be for the coming budget year.
- 3.21 We have used a mixture of surveys and workshops to build up trend data on the views of residents about spending and saving priorities and have found that views have been quite consistent over time.
- 3.22 The 2011 survey was undertaken as part of the wider Citizens Survey by BMG Research Ltd on behalf of Cambridge City Council. It was conducted by means of a postal questionnaire with 801 randomly selected residents. Questions covered the level of Council Tax, identification of those service areas that are most important and those that are less important, and those services that it was felt that the Council should not provide at all.
- 3.23 In broad terms the results reflect previous surveys - respondents placed greatest importance on our core services: collecting rubbish from properties within the City (73%), cleaning the streets and public places and removing graffiti (36%) and collecting recyclable items from properties within the City (34%)
- 3.24 They also placed high importance on working with the police to tackle anti-social behaviour (35%), providing community service for older people (31%) and managing and maintaining the City's parks and open spaces (28%)
- 3.25 As previously, results showed that residents placed least importance on managing ticketed events and free events, such as running the Corn Exchange (27%), providing events such as the Folk Festival, Big Weekend and Bonfire Night (24%)
- 3.26 With regard to the level of Council Tax, respondents were split as to the approach to be taken, answers were:
- "Cambridge City Council should charge for more services so they don't have to increase Council Tax by more than inflation" (31%)
 - "It is important for Cambridge City Council not to increase Council tax, even if this means a reduction in the levels of service" (31%)

“It is important for Cambridge City Council to maintain current levels of service, even if this means increasing Council Tax” (24%)

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.

(a) Financial Implications

Financial implications of budget proposals are summarised in Table 2 above (see also Budget Setting Report 2012/13 – Council 23 February 2012).

(b) Staffing Implications

See text above.

(c) Equal Opportunities Implications

An Equality Impact Assessment has not been conducted on these items. A consolidated Assessment for the Council’s Budget Setting Report will be submitted to the Executive at its meeting on 19 January 2012.

(d) Environmental Implications

Where relevant, officers have considered the environmental impact of budget proposals which are annotated as follows:

- +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) **Consultation**

As outlined in 3 above, budget proposals are based on the requirements of statutory and discretionary service provision. Public consultations are undertaken throughout the year, a full list can be seen at:

<http://www.cambridge.gov.uk/ccm/content/consultations/2011-consultations.en>

(f) **Community Safety**

(g) See text above.

5. Background papers

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

- Medium Term Strategy 2011
- Budget Papers 2012/13

6. Appendices

In this Report:

- Appendix A – 2011/12 Revised Budget Items
- Appendix B – Review of Charges (2012/13)
- Appendix C – Savings and Bids (2012/13 to 2015/16)
- Appendix C (a)* – Non Cash Limit Adjustments (2012/13 to 2015/16)
- Appendix D – Bids to Existing or External Revenue Funding
- Appendix E – Priority Policy Fund (PPF) Bids (2012/13 to 2015/16)
- Appendix F \$– Revenue Budget 2011/12 to 2013/14
- Appendix G – Capital Budget 2011/12
- Appendix H – Capital Bids (2011/12 to 2015/16)
- Appendix I * – Hold List
- Appendix J – Revised Capital & Revenue Projects Plan
- Appendix K – Project Appraisals:
(1) Vehicle replacements 2012/13
- Appendix L * – Earmarked Reserves

\$ = Service analysis not being presented at Portfolio level.

* = Not applicable for this Portfolio.

7. Inspection of papers

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

Authors' Name: Karen Whyatt and Jackie Collinwood
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jackie.collinwood@cambridge.gov.uk

Reference	Description / Justification	2011/12 Revised Budget £	Ongoing Effect	Anticipated 2012/13 Effect £	Contact Name
Environment - Environmental & Waste Services					
Revised Budget					
RB2824	Fleet salary savings	(21,000)	No	0	David Cox
	<i>Salary savings as a result of staff turnover within the fleet cost centre.</i>				
RB2832	Street/Zip car usage and uptake increase in costs across the service	11,000	Yes	11,000	Jas Lally
	<i>Since lump sum and essential car allowance changes there has been an steady but increasing use by staff in street/zip car usage. This is causing an unavoidable over spend on budgets within the section. [See also UR2796]</i>				
RB2833	Increased income from trade waste services	(138,000)	No	0	Jas Lally
	<i>Anticipated loss of business for this financial year has not been evident; leading to an increased income from higher than inflation price increases added at the start of the financial year to mitigate against this potential loss. The trade waste mixed recycling service has continued to expand leading to an increase in the number of customers using this service, again resulting in additional income. Savings will not continue due to an increase in gate fee and the transfer of disposal cost from the County Council as a result of anticipated changes to the Controlled Waste Regulations.</i>				
RB2834	Waste Compositional Analysis	38,000	No	0	Jen Robertson
	<i>As debated at Environment Scrutiny Committee on 4/10/11 a Waste Compositional Analysis is required to be carried out in order to establish what materials are not being recycled and which groups of people are not recycling to the full or at all. This work will enable decisions to be made about the next steps to be taken in order to increase recycling to 50-55% by 2015/16. It is not known at this stage exactly how much this analysis will cost but it is anticipated that it will be approximately £38,000 and therefore a revised budget bid is being made.</i>				
RB2835	Materials Recycling Facility Gate Fee	(95,000)	No	0	Rebecca Weymouth
	<i>The Materials Recycling Facility (MRF) contract price is determined every 6 months based on the value of the recycle materials from the blue bin. This makes predicting budgets difficult and has meant that provision needs to be made within budgets for a drop in the value of materials. The next price review is due in December but it is predicted that the value will remain high and, based on predicted tonnage for the remainder of the year, one off savings can be made.</i>				

Reference	Description / Justification	2011/12 Revised Budget £	Ongoing Effect	Anticipated 2012/13 Effect £	Contact Name
Environment - Environmental & Waste Services					
RB2837	Underspend in staffing costs	(37,000)	No	0	Yvonne O'Donnell
	<i>As part of a review of the detailed salary budgets of the Refuse and Environment section there is an expected saving of £47k. This is due to turnover of staff and a maternity leave vacancy that has been difficult to recruit into.</i>				
RB2851	Additions to pay (overtime) budgets no longer required	(3,000)	Yes	(3,000)	Selwyn Anderson
	<i>No additions now payable to staff. Budget saving possible [See also S2853]</i>				
RB2855	Review of Repair and Renewal (R&R) budgets within Refuse and Environment	(80,000)	No	0	Yvonne O'Donnell
	<i>An exercise has been undertaken to update the inventory currently held by Refuse and Environment. This review identified savings in the current year totalling £80,000.</i>				
RB2975	Apportionment of costs for taxi licensing work at the garage	(10,000)	Yes	(10,000)	Michael Parsons
	<i>Duties relating to the taxi and private hire licensing function being undertaken by the garage. [See also S2978]</i>				
Total Revised Budget		(335,000)		(2,000)	
Total Environment - Environmental & Waste Services		(335,000)		(2,000)	

Appendix B

Environmental and Waste Services Portfolio / Environment Scrutiny Committee Review of Charges

Charge Type and Description	Charges 2011/12	Charges 2012/13	% Increase
Services:			
Rodent control - Businesses - per hour (1 hour min. charge)*	£85.50	£87.50	2.3%
Fleas and Other - Cash*	£85.50	£87.50	2.3%
- Invoice*	£85.50	£87.50	2.3%
- Businesses - per hour (1 hour min charge)*	£85.50	£87.50	2.3%
Mice Treatment*	£32.30	£34.00	5.3%
House / Car Alarms (fee includes administration costs)	Actual Cost	Actual Cost	0.0%
Lecture Fees - per hour	£67.00	£69.00	3.0%
Recycling Kitchen Caddy Sacks (in packs of 50) *	£2.13	£2.33	9.4%
Food Surrender and Disposal	at actual cost	Actual Cost	0.0%
Basic Food Hygiene/Health & Safety Courses	£75.00	£75.00	0.0%
Online Food Hygiene and Health and Safety Courses	N/A	£25.00	NEW
Examination following on-line courses	N/A	£20.00	NEW
* These charges are shown net of VAT			
Licences:			
Contaminated Land (per Enquiry/Polygon)	£136.00	£140.00	2.9%
Dog Breeding Establishment	£213.00	£220.00	3.3%
Animal Boarding Establishment	£213.00	£220.00	3.3%
Pet Shop	£213.00	£220.00	3.3%
Dangerous Wild Animals	£242.00	£247.50	2.3%
Sex Shop Licences	£4,717.00	£4,820.00	2.2%
Sex Shop Licence Renewal (Provisional)	£725.00	£740.00	2.1%
Riding Establishment Licence	£300.00	£310.00	3.3%
Change a Riding Establishment	£75.00	£77.50	3.3%
Zoo Licence	£400.00	£415.00	3.8%
Change to Zoo Licence	£75.00	£77.50	3.3%
Renew a Zoo Licence	£100.00	£105.00	5.0%
Food Register - single entry	£2.00	£2.00	0.0%
- register	£780.00	£800.00	2.6%
Skin Piercing, Acupuncture etc	£120.00	£125.00	4.2%
Cosmetic Piercing for Practitioners	N/A	£30.00	NEW
Taxi Licences			
Drivers			
Application fee for new applicants	£40.00	£40.00	0.0%
Criminal Records Bureau Check **	£36.00	£44.00	22.2%
Knowledge Test	£30.00	£30.00	0.0%
Medical	From £40	From £40	0.0%
Licence Fee	£50.00	£50.00	0.0%
Annual Renewal Fee	£50.00	£50.00	0.0%
3 Yearly Renewal Fee	N/A	£100.00	NEW
Replacement Badges *	£8.51	£8.51	0.0%
DVLA Data Check **	£8.00	£8.00	0.0%
* These charges are shown net of VAT			
Vehicles			
Mechanical Fitness Test (Twice Yearly)	£51.00	£51.00	0.0%
Hackney Carriage Licence	£195.00	£195.00	0.0%
Private Hire Licence	£195.00	£195.00	0.0%
Plate Deposit	£50.00	£50.00	0.0%
Replacement Plate *	£8.51	£8.51	0.0%
Re-test	£51.00	£51.00	0.0%
Return Test	£19.00	£19.00	0.0%
Change of Ownership	£50.00	£50.00	0.0%
Crest - self adhesive *	£5.28	£5.28	0.0%
Crest - magnetic *	£7.23	£7.23	0.0%
* These charges are shown net of VAT			

Charge Type and Description	Charges 2011/12	Charges 2012/13	% Increase
Taxi Licences			
Operators Licence			
Standing Charge	£75.00	£75.00	0.0%
Each Vehicle - (up to 100 Vehicles, excluding standing charge, max £1,200)	£20.00	£20.00	0.0%
Each Vehicle - (over 100 Vehicles, excluding standing charge, max £2,250)	£15.00	£15.00	0.0%
Transponders			
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			
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%
Charged Domestic extra collection 240ltr	£20.00	N/A	N/A
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)	£20.00	£22.00	10.0%
Two or three items	£26.00	£28.60	10.0%
Four - six items	£30.00	£33.00	10.0%
Seven - 10 items	£40.00	£44.00	10.0%
10 items plus	By quote	By quote	0.0%
Hazardous domestic collections			
Domestic fridges and freezers (not from businesses),	£20.00	£22.00	10.0%
Microwave	£20.00	£22.00	10.0%
TV and computer Monitors	£20.00	£22.00	10.0%
Car batteries	£20.00	£22.00	10.0%
Dogs			
Statutory Fee for all stray dogs**	£25.00	£25.00	0.0%
Transportation cost of stray dog to kennel	£52.00	£60.00	15.4%
Kennels registration and vet checking fee	£47.00	£47.00	0.0%
Daily kennel charges	£11.50	£11.50	0.0%
Collection fee for stray dogs out of normal office hours	£47.00	£60.00	27.7%

2012/13 Budget - Bids & Savings

Appendix: Page 1 of 3

Reference	Description / Justification	2011/12 Budget £	2012/13 Budget £	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	Contact	Ctee Priority (Bids)
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Environment - Environmental & Waste Services

Service Reviews

SR2847	Deletion of Environmental Health Manager post	0	(42,000)	(42,000)	(42,000)	(42,000)	Jas Lally	
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The Environmental Health Manager (Residential) is retiring in mid January 2012. The net saving comes from the deletion of the post and the revaluation of current posts to reflect additional responsibilities

SR2945	Review of Building Cleaning	0	(38,000)	(76,000)	(76,000)	(76,000)	Toni Ainley	
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Review of building cleaning. There is an additional bid within the HRA. [See also SR2946]

SR2950	Route Optimisation Project Phase 2	0	(100,000)	(100,000)	(100,000)	(100,000)	Jas Lally	
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The saving is dependant on scenarios found from the Round Routing project which is to be discussed and agreed with the Exec Cllr for Refuse and Environment.

Service Reviews		0	(180,000)	(218,000)	(218,000)	(218,000)		
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2012/13 Budget - Bids & Savings

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Reference	Description / Justification	2011/12 Budget £	2012/13 Budget £	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	Contact	Ctee Priority (Bids)
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Environment - Environmental & Waste Services

Savings

S2838	Increased income from undertaking additional private repairs and MOT's at the depot	0	(10,000)	(10,000)	(10,000)	(10,000)	David Cox	
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New staff employed in the Fleet section are qualified to carry out MOT's enabling more tests and private car repairs to be carried out by the council garage.

S2852	Increased income from offering a wider range of pest control services	0	(2,500)	(5,000)	(5,000)	(5,000)	Selwyn Anderson	
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The section has the capacity to offer a wider range of domestic pest control services following the transfer of the dog warden to the Streets and Open Spaces team. These services can be subject to reasonable charges that will need to compete with private sector companies

S2853	Additions to pay (overtime) budgets no longer required	0	(3,000)	(3,000)	(3,000)	(3,000)	Selwyn Anderson	
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No additions now payable to staff. [See also RB2851]

S2953	Trade Waste additional Income	0	(25,000)	(75,000)	(75,000)	(75,000)	Jas Lally	
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Trade waste additional income from an increased number of customers and market share which is dependant on the joint trade waste venture going forward.

S2978	Apportionment of costs for taxi licensing work at the garage	0	(10,000)	(10,000)	(10,000)	(10,000)	Michael Parsons	
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Duties relating to the taxi and private hire licensing function being undertaken by the garage. [See also RB2975]

Savings		0	(50,500)	(103,000)	(103,000)	(103,000)		
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2012/13 Budget - Bids & Savings

Appendix: Page 3 of 3

Reference	Description / Justification	2011/12 Budget £	2012/13 Budget £	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	Contact	Ctee Priority (Bids)
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Environment - Environmental & Waste Services

Unavoidable Revenue Bids

UR2796	Street/Zip car usage and uptake increase in costs across the service	0	11,000	11,000	11,000	11,000	Jas Lally	U
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[Since lump sum and essential car allowance changes there has been a steady but increasing use of street/zip car usage by staff during 2011/12. [See also RB2832]]

UR2801	Reduction in Recycling bring bank income	0	16,000	16,000	16,000	16,000	Jen Robertson	U
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[A reduction in bring bank income resulting from the change from the existing segregated collections at schools and colleges to commingled collections. (There will also be a saving related to vehicles which will be quantified as part of the route optimisation work.)]

Unavoidable Revenue Bids	0	27,000	27,000	27,000	27,000
Environment - Environmental & Waste Services	0	(203,500)	(294,000)	(294,000)	(294,000)
Report Total	0	(203,500)	(294,000)	(294,000)	(294,000)

2012/13 Budget - External/Existing Funding

Appendix: Page 1 of 1

Reference	Description / Justification	2011/12 Budget £	2012/13 Budget £	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	Contact	Ctee Priority (Bids)
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Environment - Environmental & Waste Services

External Bids

X2803	New part time post to meet the need of increased planning work as a result of growth	0	20,000	20,000	20,000	20,000	Selwyn Anderson	H
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Growth sites and general planning applications have seen a significant growth and the post is required to ensure that full environmental health impacts of developments are considered and acted upon at the planning stage. Failure to address this problem may result in environmental issues being missed which will impact on the community as well as potential delays in the planning system and development process. (to be funded from Council Tax Earmarked for Growth Fund).

External Bids	0	20,000	20,000	20,000	20,000
Environment - Environmental & Waste Services	0	20,000	20,000	20,000	20,000
Report Total	0	20,000	20,000	20,000	20,000

2012/13 Budget - Priority Policy Fund, PPF

Appendix: Page 1 of 2

Reference	Description / Justification	2011/12 Budget £	2012/13 Budget £	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	Contact	Ctee Priority (Bids)
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Environment - Environmental & Waste Services

PPF Bids

PPF2798	In-cab technology for the trade waste service	0	9,000	6,000	6,000	6,000	Jas Lally	H
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Introduction of In-cab technology will enable crews to record information relating to collection issues live on a tablet device in the cab which is then linked to a web based software system. The system will provide an up to date round showing all customers' collections for each day on a display in the collection vehicle. This will help prevent missed calls, the need for return visits and reduce fuel spend for the section. Also information collected will be directly available at the Customer Service Centre enabling officers to answer customer queries more effectively. The bid is to cover the system set up and annual revenue costs of server hosting, warranty, annual support plus data transfer via phone net work. [See also C2929]

PPF2799	Targeted waste communications campaign for rented property	0	7,000	7,000	0	0	Jen Robertson	H
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It was agreed at Environmental Scrutiny Committee on 4/10/11 that a bid would be submitted for a targeted communications campaign designed to raise recycling rates amongst demographic groups less likely to recycle such as short-term residents and those in HMO's. The proposal is to target these groups through landlords and letting agents by providing annual recycling information in a form that can be easily accessible eg in different languages supported by pictorial information and in poster size, for display in communal areas within HMO's. This would also include targeted doorknocking at these properties to distribute information and arrange for posters to be displayed/updated. This work would be supported by volunteer Recycling Champions [See also PPF2800]

PPF2800	To continue the Recycling Champions Scheme	0	16,000	16,000	0	0	Jen Robertson	H
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To fund the continuation of the recycling champions scheme for a further two years, funding the coordinator, support existing volunteers (90 Champions so far) and the recruitment of new volunteers. The scheme was designed in response to research that recognises the value of face to face contact in bringing about behavioural change by delivering leaflets and to help reduce contamination at flats. Since April 2011 the coordinator has also attended 36 events which, with the involvement of recycling champions, has enabled the direct engagement of around 1,500 city residents. For the next two years the bid would enable involvement of recycling champions in issues around contamination, participation monitoring and waste prevention. This bid is linked to the Targeted Waste Communications Campaign as Recycling Champions will support the communications campaign. [See also PPF2799]

2012/13 Budget - Priority Policy Fund, PPF

Appendix: Page 2 of 2

Reference	Description / Justification	2011/12 Budget £	2012/13 Budget £	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	Contact	Ctee Priority (Bids)
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Environment - Environmental & Waste Services

PPF2821	Street Champion Scheme	0	15,000	15,000	0	0	Toni Ainley	H
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The pilot Street Champion scheme will encourage communities to find ways to reduce litter in their area. Working with the Rangers and Streets and Open Spaces the co-ordinator will seek to discourage littering particularly outside the City Centre, a need identified in recent survey work. There is a requirement for a co-ordinator to lead on this for approx 20 hours per week.

PPF Bids		0	47,000	44,000	6,000	6,000		
Environment - Environmental & Waste Services		0	47,000	44,000	6,000	6,000		
Report Total		0	47,000	44,000	6,000	6,000		

Environment & Waste Services Portfolio / Environment Scrutiny Committee

2011/12 Capital Budget Position

Capital Ref	Description	Lead Officer	Original Budget 2011/12	Current Budget 2011/12	Spend to end September 2011	Anticipated Spend October 2011 to March 2012	Anticipated Variance	Re-phase Spend	Forecast Over / (Under) Spend	Comments
			£000	£000	£000	£000	£000	£000	£000	
SC423	Recycling Bins for Flats	J Robertson	75	127	5	80	(42)	42	0	The budget needs to be rephased to cover the remainder of flats with recycling provision in 2012/13
SC466	Air Monitoring Equipment	J Dicks	120	120	0	85	(35)	0	(35)	The project is complete. The expenditure was less than anticipated
SC511	Route Optimisation Software	C Hipwood	0	15	0	8	(7)	7	0	The final instalment will be paid in 2012/13.
Total Projects			195	262	5	173	(84)	49	(35)	
PR016	Public Conveniences	B Carter	350	363	6	0	(357)	357	0	The Silver Street conveniences project will not commence this year and it is requested that the budget be rephased to 2012/13.
PR017	City Services - Vehicle Replacement Programme	D Cox	612	611	6	444	(161)	0	(161)	The total spend is expected to be no more than £450k based on the purchase and replacement of life expired vehicles during the current year.
Total Programmes			962	974	12	444	(518)	357	(161)	
Total for Environment & Waste Services Portfolio			1,157	1,236	17	617	(602)	406	(196)	

2012/13 Budget - Capital Bids & Funding

Appendix: Page 1 of 2

Reference	Description / Justification	2011/12 Budget £	2012/13 Budget £	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	Contact	Cftee Priority (Bids)
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Environment - Environmental & Waste Services

Capital Bids

Bids requiring funding

C2804	Extension of current Public Conveniences programme (Refurbishment of Lion Yard toilets)	0	300,000	0	0	0	Toni Ainley	H
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Requirement for Capital Funding (included Above)

0	300,000	0	0	0
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Funding for the refurbishment of Lion Yard toilets is required following recent discussions at Council. Please note that this figure is a preliminary estimate and may change when a building surveyor's report has been received.

C2805	Street cleaning planning software	0	15,000	0	0	0	Toni Ainley	H
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Requirement for Capital Funding (included Above)

0	15,000	0	0	0
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Software for day-to-day management and reporting of street cleansing and associated services. This would improve efficiency and assist in meeting the reduction of our carbon footprint.

C2806	Litter bin replacement programme (new)	0	125,000	125,000	125,000	125,000	Toni Ainley	H
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Requirement for Capital Funding (included Above)

0	125,000	125,000	125,000	125,000
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To meet the recycling agenda we would like to change the type of street litter bins on highways across the City. It is proposed to do this a joint procurement exercise (if successful) with the capital bid for Parks bins. The duration of the procurement would be over 4 years. An additional bid has been included for a litter bin replacement programme in the Arts, Sport and Public Places portfolio. [See also C2753]

2012/13 Budget - Capital Bids & Funding

Appendix: Page 2 of 2

Reference	Description / Justification	2011/12 Budget £	2012/13 Budget £	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	Contact	Cftee Priority (Bids)
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Environment - Environmental & Waste Services

C2929	In cab technology for trade waste service	0	16,000	0	0	0	Jas Lally	H
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Requirement for Capital Funding (included Above)

0	16,000	0	0	0
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Introduction of In-cab technology will enable crews to record information relating to collection issues live on a tablet device in the cab which is then linked to a web based software system. The system will provide an up to date round showing all customers' collections for each day on a display in the collection vehicle. This will help prevent missed calls, the need for return visits and reduce fuel spend for the section. Also information collected will be directly available at the Customer Service Centre enabling officers to answer customer queries more effectively. [See also PPF2798]

Total Bids requiring funding	0	456,000	125,000	125,000	125,000
Requirement for Funding : Bids requiring funding	0	456,000	125,000	125,000	125,000
Total Environment - Environmental & Waste Services	0	456,000	125,000	125,000	125,000
Requirement for Funding : Environment - Environmental & Waste Services	0	456,000	125,000	125,000	125,000

Appendix J

Capital-GF Projects

Capital Ref - Cost Centre	Description	Lead Officer	Capital Scheme Approval (£000's)	Spend in Prior Years (£000's)	Current Year Budget (£000's)	2012/13 (£000's)	2013/14 (£000's)	2014/15 (£000's)	2015/16 (£000's)	Spend This Year to End Sept 2011 (£000's)	Comments
SC423 - 39121	Recycling Bins for Flats	J Robertson	185	58	127	0	0	0	0	5	Approved Council 26.2.09, £185k from UOR.
SC466 - 39136	Air Monitoring Equipment	J Dicks	120	0	120	0	0	0	0	0	Approved MTS Nov 2010 funded £99k R&R and £21k DEFRA Grant
SC511 - 39144	Route Optimisation Software	C Hipwood	15	0	15	0	0	0	0	0	Approved as Urgent Decision 30.12.10. £15k funded from the Efficiency Fund.
Capital-GF Projects			320	58	262	0	0	0	0	5	

Capital-Programmes

Capital Ref - Cost Centre	Description	Lead Officer	Capital Scheme Approval (£000's)	Spend in Prior Years (£000's)	Current Year Budget (£000's)	2012/13 (£000's)	2013/14 (£000's)	2014/15 (£000's)	2015/16 (£000's)	Spend This Year to Date (£000's)	Comments
PR016 - 39024	Public Conveniences	B Carter		2,286	363	150	0	0	0	6	Since approved at Council 2008 - Addl £6k for Rainwater Harvesting funded from reserves & £110.9k for addl expenditure on Chesterton Road WCs funded from £69.4k Reserves, £40k Reserves & £1.5k Other. Also Romsey Rec £150k funded from S106.
PR017 - 43008	Vehicle Replacement Programme	D Cox		7,956	611	540	960	750	0	6	Apprvd C/Bd 29/01/01 funded from R&R. Further apprvls at C/Bd 26/11/01. Ext of prog apprvd in 03/04 MTS. £338.5k 03/04 apprvd 28/01/03. £95k Refuse Veh. apprvd at Strat. 7/7/03. £338k apprvd Strat. 26/1/04. Tfr'd 2 PVCu vans from 05/06 Co
Capital-Programmes				10,241	974	690	960	750	0	12	

TOTAL CAPITAL PLAN			320	10,299	1,236	690	960	750	0	17	
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Cambridge City Council

To: Executive Councillor for Environmental & Waste Services: Cllr Jean Swanson
Report by: David Cox
Relevant scrutiny committee: ENVIRONMENT SCRUTINY COMMITTEE
Wards affected: None

Project Appraisal and Scrutiny Committee Recommendation

Project Name: Vehicle replacements 2012/13

Recommendation/s

Financial recommendations –

- The Executive Councillor is asked to approve the commencement of the 2012/13 Vehicle Replacement Programme (PR017), which is already included in the Council's Capital & Revenue Project Plan, and the reduction of the approved budget from £540,000 to £455,000.
- The total cost of the items identified for replacement is £455,000 to be funded from R&R funds.
- There are no ongoing revenue implications arising from the programme.

Procurement recommendations:

- The Executive Councillor is asked to approve the carrying out and completion of the procurement of the Vehicle Replacement Programme (PR017) for 2012/13.
- Subject to:
 - The permission of the Director of Resources being sought prior to proceeding if the quotation or tender sum exceeds the estimated contract.
 - The permission from the Executive Councillor being sought before proceeding if the value exceeds the estimated contract by more than 15%.

1 Summary

The purchase and replacement of life expired vehicles and items of plant and equipment as per the Vehicle Replacement Programme PR017.

1.1 The project

Target Dates:	
Start of procurement	1 st April 2012
Award of Contract	
Start of project delivery	
Completion of project	31 st March 2013

1.2 The Cost

Total Project Cost	£455,000
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Cost Funded from:

Funding:	Amount:	Details:
Reserves	£	
Repairs & Renewals	£455,000	R&R cost centre number 03702 from sections: Fleet Management; Waste Management; Streets & Open Spaces and Repairs & Maintenance
Developer Contributions	£	
Other	£	

Ongoing Revenue Cost

Year 1	£84,500	Provided for within the current maintenance budget
Ongoing	£91,000	Maintenance costs rise each year as vehicle age increases. R&R contributions remain constant. Current maintenance provision is adequate for this.

1.3 The Procurement

All replacement vehicles and items of plant or equipment will be procured using ESPO (Eastern Shires Purchasing Organisation), The Procurement Partnership Ltd (PPL) or the Government Procurement Service, Buying Solutions using R&R funding. All the vehicles and items of plant and equipment are available on framework agreements held by the three procurement bodies listed above all of which are OJEU compliant.

2 Project Appraisal & Procurement Report

2.1 The Project

The Project is the purchase of the Council's fleet vehicles, plant and equipment scheduled for replacement in 2012/13, as part of a rolling programme necessary to replace out of life vehicles that would otherwise significantly increase maintenance costs.

Alternative options considered were:

- not replacing vehicles, but this could lead to increased maintenance costs;
- leasing vehicles, but this is cost prohibitive, as the monthly rentals would be higher than current depreciation costs;
- the purchase of second hand vehicles, but again maintenance costs could be high and procurement is difficult.

The replacements, in fleet number order, are:

Fleet number	Description	Replacement cost
02	Electric Utility truck	£24,000
13	Link tip skip truck	£65,000
25	Large panel van	£28,000
27	Tipper truck	£24,000
41	4x4 recovery truck	£22,000
48	Tipper truck	£24,000
85	Small panel van	£15,000
87	Box van	£24,000
103	Jetting trailer	£25,000
104	Plant trailer	£5,000
105	Post rammer	£4,000
108	Ride-on mower	£20,000
118	Graffiti removal unit	£9,000
145	Mini dumper	£12,000
175	Ride-on mower	£6,000
189	Large sweeper/scrubber	£30,000
198	Shredder	£25,000
200	Water bowser	£4,000
212	Tipper truck	£24,000
213	Tipper truck	£24,000
266	Panel van	£21,000
269	4x4 utility truck	£20,000
		£455,000

2.2 Aims & objectives

The project contributes towards the Council's vision for:

- A city in the forefront of low carbon living and minimising its impact on the environment from waste and pollution

The replacement vehicles will be more fuel-efficient and will therefore use less fuel and in turn produce less carbon dioxide. The replacement vehicles will all be Euro V compliant as opposed to Euro II and III for those they are replacing. Euro IV emission standard led to a legal requirement of 50% reductions in oxides of nitrogen (NOx) and 40% reductions in particulates compared to Euro III levels. Euro V emission standard lowered the limits even further with another reduction of 55% of nitrogen oxide (NOx).

2.3 Major issues for stakeholders & other departments

The main impact on departments is that of finance as new vehicles cost less to maintain. By replacing the vehicles at the correct intervals, maintenance costs are controlled and manageable within current revenue budgets.

If the project does not take place the maintenance costs on the vehicles will increase, having a negative effect on revenue budgets.

2.4 Summarise key risks associated with the project

Service delivery is at risk without the replacement programme. Without adequate and reliable transport and equipment the workforce may not be able to provide an efficient and effective service.

Older vehicles are also less reliable than newer ones; therefore there is a strong possibility of increased vehicle downtime leading to customer dissatisfaction. As per 2.3 above this will also lead to increased maintenance costs. It may also lead to the need for hiring replacements due to vehicle downtime.

2.5 Financial implications

a. Appraisal prepared on the following price base: 2012/13

b. Specific grant funding conditions are:

None

c. Other comments

The planned replacement of all vehicles and items of plant and equipment is provided for by annual budgeted contributions to an R&R fund.

2.6 Capital & Revenue costs

(a) Capital	£	Comments
Building contractor / works		
Purchase of vehicles, plant & equipment	455,000	Funded from R&R
Professional / Consultants fees		
IT Hardware/Software		
Other capital expenditure		
Total Capital Cost	455,000	

(b) Revenue	£	Comments
Maintenance	0	Inspection and servicing costs for first twelve months provided for within the current maintenance budget
R&R Contribution	0	No change to contributions to R&R funds
Total Revenue Cost	0	

2.7 VAT implications

There are no adverse VAT issues with the purchase of these fleet and equipment items.

2.8 Environmental Implications

Climate Change impact: +M	
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Of the replacement vehicles listed in paragraph 2.1 above, ten will be fitted with the new start/stop technology. This system allows the engine to cut out whilst the vehicle is at rest, such as traffic lights etc. The engine automatically starts again once the clutch pedal is pressed and 1st gear selected. Reported fuel savings could be as high as 15% dependant on vehicle usage and mileage. Fuel savings therefore could be as high as £250.00 per vehicle per year.

2.9 Other implications

There are positive implications on the environment as the replacement vehicles emit less CO2, less nitrogen oxide and less particulates.

2.10 Staff required to deliver the project

Project will be delivered within existing staff resources

2.11 Dependency on other work or projects

None.

2.12 Background Papers

None.

2.13 Inspection of papers

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Date prepared:	09 November 2011

