

RESOURCES PORTFOLIO

DEPARTMENT OF DEVELOPMENT SERVICES

Business Unit: Property Management

(1) **Estates Management**

The Corporate Estate comprises a wide range of land and buildings throughout the District, with the largest concentration being in the main centres of population.

The range of assets include town centre shops, neighbourhood shops, offices, industrial land and buildings, farms and sporting and recreational facilities.

(2) **Public Conveniences**

The Portfolio Holder has the responsibility for the provision and maintenance of 31 public conveniences.

(3) **Employees**

From April 2005 the costs for employees in the Estates Division were included in the Property Management Salaries Holding Account. This figure represents the recharge from that account for the management of the Estates division.

**RESOURCES PORTFOLIO
REVENUE BUDGET 2009/10**

DEPARTMENT OF DEVELOPMENT SERVICES

Business Unit: Property Management

2007/08 Actual	2008/09 Original Estimate	2008/09 Revised Estimated	Cost Centre	2009/10 Original Estimated	2010/11 Projection	2011/12 Projection
£	£	£		£	£	£
106,077	309,480	-52,200	Estates Central Services: Estates Management	-8,360	169,340	-12,450 (1)
			Cultural, Environmental & Planning Services:			
			Planning & Development Services:			
			Economic Development			
			Property Management			
			Cultural, Environmental & Planning Services:			
			Cultural & Related Services:			
			Recreation & Sport			
5,479	8,970	8,930	Ripon Town Hall	10,380	10,630	11,710
-1,749	-600	-4,170	Knarborough House	-4,200	-4,590	-5,000
22,007	23,700	25,310	Hugh Ripley Hall	20,830	20,940	20,960
			Environmental Services:			
			Environmental Health			
386,823	381,130	380,690	Public Conveniences	404,430	407,630	419,170 (2)
			Cultural, Environmental & Planning Services:			
143,887	48,490	17,390	Transfers to/from(-) Reserves	49,750	40,000	40,000
662,524	771,170	375,950	GF Net Expenditure	472,830	643,950	474,390
			Subjective Analysis			
181,616	14,970	17,770	Employees	18,740	19,280	19,730 (3)
29,924	34,040	115,730	Premises	34,960	34,960	34,960
24,413	29,810	28,610	Supplies & Services	28,790	29,390	30,910
39	0	0	Transport	0	0	0
0	300,000	35,000	Transfer Payments	0	180,000	0
163,340	48,490	17,390	Transfers to/from (-) Reserves	49,750	40,000	40,000
399,332	427,310	214,500	Total Controllable Expenditure	132,240	303,630	125,600
15,280	191,650	186,800	Employees	199,800	206,390	213,200
516,184	487,230	490,530	Premises	538,590	546,740	563,390
12,510	18,990	17,750	Supplies & Services	16,300	16,840	17,400
78,478	86,470	79,720	Support Services	89,320	92,200	95,120
0	0	0	Service Management	0	0	0
103,330	0	0	Deferred Charge writedowns	0	0	0
188,528	47,010	47,020	Capital Charges	47,020	47,020	47,020
-19,453	0	0	Transfers to/from (-) reserves	0	0	0
894,857	831,350	821,820	Total Additional Expenditure	891,030	909,190	936,130
1,294,188	1,258,660	1,036,320	Total Expenditure	1,023,270	1,212,820	1,061,730
			Less Income			
622,985	477,490	655,370	Sales, Fees & Charges	539,440	557,870	576,340
8,679	10,000	5,000	Other Income	11,000	11,000	11,000
0	0	0	Internal Recharges	0	0	0
662,524	771,170	375,950	Net Expenditure	472,830	643,950	474,390

RESOURCES PORTFOLIO
DEPARTMENT OF DEVELOPMENT SERVICES

Business Unit: Property Management

Major Variances between 2008/09 Revised Estimate and 2008/09 Original Estimate

	Revised Estimate 2008/09	Original Estimate 2008/09	£
			375,950
			771,170
		Decrease in Net Expenditure	<u>-395,220</u>
Explained by:	£'000		£'000
<u>CONTROLLABLE EXPENDITURE</u>			
Increase in Employee Costs			
Hugh Ripley Hall-Cost of JEQ	3		
Increase in Premises Costs			
Payments to External Contractors			
Horseshoe Fields	75		(1)
Spacey Houses Farm security	9		(2)
Other small variances	1		
Repairs to Buildings-Wakemans House	-5		
Other small variances	2		
Decrease in Supplies & Services			
Other consultants fees-Spacey Houses Farm security	4		(2)
Agents Fees-Spacey Houses Farm security	3		(3)
Subscriptions	-1		
Provision for Bad Debts	-9		
Licence Fees	-1		
Other small variances	3		
Decrease in Transfer Payments			
Spacey Houses-advance/compensation re asset sale	-265		
Appropriations to/from Reserves			
Wakemans House-ringfenced Income	-7		(4)
Special Carry Forwards	17		
Horseshoe Fields	-42		(1)
Spacey Houses Farm-Agents Fees	-3		(3)
Spacey Houses Farm-security	4		(2)
	<u> </u>		-212
<u>INCOME</u>			
Increase in Income			
Increase in Ground Rent	-129		
Increase in Other Property & Land Rent	-6		
Increase in Miscellaneous Income	-2		
Increase in Commercial Lettings	-4		
Other grants-Contributions Horseshoe Fields	-33		(1)
Surveyor Fees	-3		
Decrease in External Income-Wakemans House	5		(4)
	<u> </u>		-172
<u>ADDITIONAL EXPENDITURE</u>			
Decrease in Employee Costs	-5		
Increase in Premises Costs			
Increase in Building Management Charge	1		
Increase in Building Management Charge-Wakemans House	2		(4)
Decrease in Supplies & Services	-1		
Decrease in Support Costs	-7		
Other small variances	-1		
	<u> </u>		-11
Total			<u><u>-395</u></u>

RESOURCES PORTFOLIO
DEPARTMENT OF DEVELOPMENT SERVICES
Business Unit: Property Management

Major Variances between 2009/10 Original Estimate and 2008/09 Original Estimate

	£	
Original Estimate 2009/10	472,830	
Original Estimate 2008/09	<u>771,170</u>	
	Decrease in net expenditure -298,340	
Explained by:	£'000	£'000
<u>CONTROLLABLE EXPENDITURE</u>		
Increase in Employee Costs		
Hugh Ripley Hall Cost of JEQ	3	
Pay award	1	
Increase in Premises Costs		
Estates-Repairs to Buildings (Wakemans)	1	
Increase in Supplies & Services		
Provision for bad debts/voids	1	
Licence Fees	-2	
Decrease in Transfer Payments		
Spacey Houses-advance/compensation re asset sale	-300	
Appropriations to/from Reserves		
Wakemans House-ringfenced income	1	(1)
		-295
<u>INCOME</u>		
Increase in Ground Rent	-34	
Increase in Property & Land Rent	-19	
Increase in Misc Income	-2	
Increase in Commercial lettings	-7	
Increase in External Income-Wakemans House	<u>-1</u>	(1)
		-63
<u>ADDITIONAL EXPENDITURE</u>		
Increase in Employee Costs	8	
Increase in Premises Costs		
Increase in Building Management Charge-Estates	26	
Increase in Building Management Charge-Public Conveniences	23	
Increase in Building Management Charge-Wakemans House	2	(1)
Decrease in Supplies & Services	-3	
Increase in Support Costs	3	
Other small variances	<u>1</u>	
		60
Total		<u><u>-298</u></u>

RESOURCES PORTFOLIO

DEPARTMENT OF DEVELOPMENT SERVICES RECHARGEABLE ACCOUNTS Business Unit: Property Management

(1) Building Management

This account is used to pool all the 'running costs' of the Council's property stock. It provides the mechanism for targeting expenditure towards the priority needs of property. The account was introduced in 1988 following major problems with the run down in the condition of Council property and the need to establish landlord controls over the property.

The account is operated by the Property Management Division. The operational cost of buildings, related staff time and oncosts are recharged to other Business Units of the Council.

(2) District Heating

This is provided from boiler plant situated on the Royal Baths site. The plant delivers high pressure hot water to heat exchangers in the Council Offices, Royal Hall, Exhibition Halls, Conference Centre, Springfield House, International Hotel and the Royal Baths itself. The Council benefits by the sale of heat to the private sector users and also the sharing of officer salaries and other related costs.

(3) District Refrigeration

This is provided from major refrigeration plant situated at Levels 1 and 2 of the Conference Centre site. The plant delivers refrigerated water to Air Handling Units in the Conference Centre and the International Hotel to provide air conditioning. The Council benefits by the sale of refrigerant to the Hotel and the sharing of officer salaries and energy costs etc.

(4) Employees

The number of employees (full time equivalents) relating to Property Management are 33.11 for OE 08/09, 35.90 for RE 08/09 and 36.33 for OE 09/10. Most of the employee costs are direct costs but some are included within District Heating, District Refrigeration and Building Cleaning. Employees costs from the Estates Division are recorded here.

RESOURCES PORTFOLIO

**DEPARTMENT OF DEVELOPMENT SERVICES
RECHARGEABLE ACCOUNTS**

Business Unit: Property Management

2007/08 Actual	2008/09 Original Estimate	2008/09 Revised Estimated	Cost Centre	2009/10 Original Estimate		
				Gross Expenditure	Gross Income	Net Expenditure
£	£	£		£	£	£
			Building Management			
1,010,581	989,540	994,108	Maintenance	974,729	0	974,729 (1)
813,489	860,440	863,711	Energy	1,230,454	0	1,230,454
206,215	191,100	195,170	District Heating	216,770	0	216,770 (2)
57,956	68,860	55,410	District Refrigeration	77,030	0	77,030 (3)
413,354	387,840	387,840	Cleaning and Premises	395,965	0	395,965
460,951	499,970	490,869	Rents, Rates and Insurances	524,554	0	524,554
1,363,156	1,359,600	1,295,380	Oncosts and Overheads	1,372,050	0	1,372,050
4,325,702	4,357,349	4,282,488		4,791,553	0	4,791,553
-4,325,702	-4,357,349	-4,282,488	Recharges to Services		4,791,553	-4,791,553
0	0	0	Net Expenditure	4,791,553	4,791,553	0
			Subjective Analysis			
876,528	856,190	771,500	Employees	842,530	(4)	
2,962,545	2,997,749	2,987,108	Premises	3,419,503		
19,437	6,300	12,170	Supplies & Services	6,930		
36,483	37,300	36,300	Transport	38,050		
3,894,993	3,897,539	3,807,078	Total Controllable Expenditure	4,307,013		
32,730	37,380	61,200	Employees	49,840		
3,478	6,790	6,790	Premises	2,780		
40,954	62,580	47,680	Supplies & Services	51,860		
325,126	324,770	331,380	Support Services	351,700		
28,510	28,510	28,520	Capital Charges	28,520		
430,798	460,030	475,570	Total Additional Expenditure	484,700		
4,325,792	4,357,569	4,282,648	Total Expenditure	4,791,713		
4,325,702	4,357,349	4,282,488	Less Income			
91	220	160	Internal Recharges	4,791,553		
			Sales, Fees & Charges	160		
0	0	0	Net Expenditure	0		

RESOURCES PORTFOLIO

DEPARTMENT OF DEVELOPMENT SERVICES

Business Unit:Property Management

Major Variances between 2008/09 Revised Estimate and 2008/09 Original Estimate

	£	
Revised Estimate 2008/09	4,282,488	
Original Estimate 2008/09	4,357,349	
Decrease in Net Expenditure Recharged to Services	<u>-74,862</u>	
Explained by:	£'000	£'000
<u>CONTROLLABLE EXPENDITURE</u>		
Decrease in Employee Costs		
Cost of JEQ	8	
Cost of Protection	13	
CE04	11	
TG65	-22	
TK21	-43	
Other staff changes	-26	
Vacancies	-42	
Honorarium	3	
Other including Vacancy Provision & Overtime	13	
Increase in Premises Costs		
Maintenance	4	
District Heating	4	
District Refridgeration-reflects reduction in electricity consumption	-13	
Energy	3	
Rents & Rates		
Decrease in NNDR due to reflection of actual charges	-9	
Increase in Supplies & Services		
	6	
Decrease in Transport		
	<u>-1</u>	-91
<u>ADDITIONAL EXPENDITURE</u>		
Increase in Employee Costs	24	
Decrease in Supplies & Services	-15	
Increase in Support Services	7	
		16
		<u>-75</u>

RESOURCES PORTFOLIO

DEPARTMENT OF DEVELOPMENT SERVICES

Business Unit: Property Management

Major Variances between 2009/10 Original Estimate and 2008/09 Original Estimate

	£	
Original Estimate 2009/10	4,791,553	
Original Estimate 2008/09	4,357,349	
Increase in Net Expenditure recharged to services	434,204	
Explained by:	£'000	£'000
<u>CONTROLLABLE EXPENDITURE</u>		
Decrease in Employee Costs		
Cost of JEQ	20	
Cost of Protection	2	
Pay award	22	
CE04	7	
TG65	-2	
TK21	-7	
Assistant Building Surveyor - post removed	-30	
Other staff changes	-7	
Honorarium	-5	
Other including Vacancy Provision & Overtime	-14	
Increase in Premises Costs		
Maintenance		
Increase in Reactive Repairs	28	
Increase in Planned Maintenance	1	
Increase in Vandalism	1	
Increase in Security Costs	4	
Decrease in Mechanical & Electrical Repairs	-1	
Increase in Painting & Decorating	3	
Decrease in Fire Precautions	-17	
Decrease in Floor Coverings	-19	
Decrease in Roof Servicing	-14	
Other decreases	-1	
Cleaning & Hygiene	8	
District Refrigeration	8	
District Heating	26	
Energy		
Increase in Utility costs	370	
Rents & Rates		
Increase in Rents, NNDR & Insurance	25	
Increase in Transport Costs	1	
		409
<u>ADDITIONAL EXPENDITURE</u>		
Increase in Employee Costs	12	
Decrease in Premises Costs	-4	
Decrease in Supplies & Services	-10	
Increase in Support Services	27	
		25
Total increase in recharges to services		434

FINAL ACCOUNTS 2007/08 RESERVE REVIEW FORM

RESERVE NAME: District Heating & Refrigeration Replacement **LEDGER CODE:** E94 9R40

RESERVE TYPE: Earmarked
(eg Business Unit/DSO/Earmarked/AMRA)

BALANCE 31/3/08: 133,133.37

REVIEWED BY:

DATE:

PURPOSE OF RESERVE:

To hold year end surplus made by the District Heating & Refrigeration controllable budget to create a replacement fund for the heating and refrigeration plant located at the Royal Baths.

HOW/WHEN RESERVE CAN BE USED:

When substantial expenditure is required to repair or replace the plant, subject to the following general rules on expenditure limits and authorisation being applied:

Expenditure over £5k - Chief Officer

Expenditure over £10k - CMT

Expenditure over £25k - Portfolio Holder

PROCEDURE FOR RESERVE'S MANAGEMENT & CONTROL:

Accountancy ensures that all expected transfers to/from the reserve are made each year

REVIEW PROCEDURE/TIMING:

Annually by relevant departmental officer at Final Accounts

Annually by Accountancy Manager at Final Accounts

Annually at Estimates time by Head of Financial Management (Revenue Reserves)
or Accountancy Manager (AMRA)

Other information:(if any)

ACCOUNTANCY MANAGER:

DATE: