

FUNCTIONS CLASSED AS CENTRAL ESTABLISHMENT EXPENSES

- Accountancy
- Administration
- Architects
  
- Civic Offices
- Cashiers
  
- Depots
  
- Engineering
  
- Information Technology
- Insurance
- Internal Audit
  
- Legal
  
- Management
  
- Payroll
- Personnel
- Postal Services
- Printing
  
- Quantity Surveying
  
- Reception
  
- Telecommunications
- Typing
  
- Valuation

**ANALYSIS OF CEC**  
**(based on 2001/2002 Cash Limit Estimates)**

<u>Service</u>	£'000
Payroll & Personnel Management	642 (see note)
Customer & Central Services	564
IT Services	534
Darklands Road Depot	80
Civic Offices	304
Management (Chief Officer's Management Team)	324
Legal & Members Services	417
Technical Services	569
Policy & Best Value	135
Financial Services	484
Internal Audit	104
<b>Total - Central Services</b>	<b>4,157</b>
Service Departments (staff and admin)	3,411
<b>Total - CEC</b>	<b>7,568</b>

**Note**

This includes approximately £250,000 of past pension contributions

CENTRAL EXPENSES

<u>Type of Recharge</u>	<u>Main Costs Included</u>	<u>How they are Recharged (Basis)</u>	<u>Where they are Recharged to</u>
Payroll Operation & Personnel Management (staff)	Past Pension Contributions Staff Insurance Payroll Department Personnel Department	Number of Employees	All Services
Wages Oncost Allocation (manual workers)	As above	As above (based on the number of hours worked)	All Services who employ manual employees
Operational Buildings (Darklands Road Depot)	Cost of running the Depot - Rates, Energy, Cleaning, etc.	Area occupied	Services based at the Depot
Shared Printers (Plan Printer)	Servicing & Materials	Usage	Mainly to Planning, Housing & Technical Services Departments
Central Stationery	Stationery	Number of Employees	All Services
Central Telephones	Rental, maintenance & calls	Number of extensions & Usage	All Services linked to switchboard
Central Postage	Postage	Usage	All Services
Post (Business Reply Service)	Postage	Usage	Mainly to Housing & Finance
Computer - PC's	Licenses and staff support	Number of terminals	All Services who have PC's
G.I.S.	Licenses & OS Fees	Number of licences	All Services linked to the system
Computer - Mainframe	Leasing & staff support	Processing time	All Services linked to the system
Third Party Insurance	Premiums	Claims experience	All Services, but mainly the DSO
Administrative Buildings (Civic Offices)	Cost of running the Offices - Rates, Energy, Cleaning, etc.	Floor area	All Departments
Central Expenses	Developing Best Value & E-Government	Departmental expenditure	All Departments
Health & Safety	First Aid Training Equipment & Staff Support	Number of Employees	All Departments

**DEPARTMENTAL COST CENTRES USED FOR RECHARGING CEC**

**CENTRAL DEPARTMENTS**

- MANAGEMENT (Chief officer's Management Team)
- LEGAL & MEMBERS SERVICES
- PERSONNEL & DEVELOPMENT
- TECHNICAL SERVICES
- POLICY & BEST VALUE
- FINANCIAL SERVICES
- INTERNAL AUDIT
- CUSTOMER & CENTRAL SERVICES

**SERVICE DEPARTMENTS**

- ECONOMIC DEVELOPMENT
- ENVIRONMENTAL HEALTH
- HOUSING
- COMMUNITY & LEISURE DEVELOPMENT
- PLANNING
- REVENUE SERVICES

APPENDIX 5

MAIN HOLDING ACCOUNTS

<u>Activity</u>	<u>Main Department (per Appendix 3)</u>	<u>Recharge Basis</u>
General Administration Support	Customer & Central Services	Pro-rata to the Main Department Recharges
Legal Administration General	Legal & Members Services	Pro-rata to the Main Department Recharges
Best Value - Service Inspections	All	Over all Services within that Main Department
Community Development Management	Management	Pro-rata to Housing, Health and Community Services
Insurance Administration	Financial Services	Pro-rata to allocation of Premiums
Debtors	Financial Services	Number of accounts raised
Creditors	Financial Services	Number of invoices processed
Budgeting & Final Accounts	Financial Services	Pro-rata to number of cost centres

