

REPORT TO: FINANCE COMMITTEE – 21 APRIL 2003

REPORT ON: DUNDEE CITIZENS ADVICE BUREAU - FINANCIAL ASSISTANCE 2003/2004

REPORT BY: DIRECTOR OF FINANCE

REPORT NO: 284-2003

1 PURPOSE OF REPORT

- 1.1 To submit to the Committee a request for renewal of financial support to Dundee Citizens Advice Bureau for 2003/2004.

2 RECOMMENDATIONS

- 2.1 That the Committee approves a revenue grant for Dundee Citizens Advice Bureau of £101,000 for the financial year 2003/2004.

3 FINANCIAL IMPLICATIONS

- 3.1 Financial assistance of £101,000 towards the running costs of Dundee Citizens Advice Bureau can be met from specific provision within the Miscellaneous Services Revenue Budget 2003/2004.

4 LOCAL AGENDA 21 IMPLICATIONS

- 4.1 None.

5 EQUAL OPPORTUNITIES IMPLICATIONS

- 5.1 Dundee Citizens Advice Bureau aims to make its services available to all sections of the community.

6 BACKGROUND

- 6.1 Dundee Citizens Advice Bureau has received financial assistance for many years from Tayside Regional Council and the City of Dundee District Council.
- 6.2 Dundee City Council has continued to support Dundee Citizens Advice Bureau and has been requested to renew support for 2003/2004.
- 6.3 The City Council is the main source of funding for the Bureau. The Director of Finance has discussed the 2003/2004 budget with the Bureau and would recommend grant assistance of £101,000 for the financial year 2003/2004. The proposed budget is detailed in the attached Appendix 1.
- 6.4 The City Council entered into a formal Funding Agreement with the Bureau. This agreement which is governed by the Code of Guidance on Funding External Bodies and Following the Public Pound will be monitored during 2003/2004.
- 6.5 The principal activity of the organisation, which is a limited company, is to provide information, advice and such practical assistance as is requested by individuals who consult the Bureau.

- 6.6 The Bureau is a generalist advice agency, however it provides a tribunal representation at Industrial, Social Security and Disability Appeals. The bureau are also actively participating in the Money Advice Partnership and are working alongside Money Advice Support Team and the Social Work Department, Welfare Rights Service, to provide additional money advice and debt counselling services across the city.

6.7 The Bureau relies on the services of volunteers and during the year provided basic advanced and specialist training to these volunteers.

6.8 In the 11 months to 28 February 2003 the Bureau has dealt with 13,855 new/repeat issues and financial awards obtained on behalf of clients amounted to £306,768.

7 CONSULTATION

7.1 The Chief Executive, Director of Support Services and Director of Finance have been consulted on the contents of this report.

8 BACKGROUND PAPERS

8.1 None.

DAVID K DORWARD
DIRECTOR OF FINANCE

DATE 4 April 2003

DUNDEE CITIZENS ADVICE BUREAU BUDGET – 2003/2004

| | <u>Provisional Outturn 2002/2003</u> | <u>Budget 2003/2004</u> |
|------------------------------------|---|------------------------------------|
| | £ | £ |
| <u>Expenditure</u> | | |
| Staff Costs | 72,473 | 76,230 |
| Property Costs | 15,500 | 15,400 |
| Administration Costs | <u>14,817</u> | <u>15,536</u> |
| | <u>102,790</u> | <u>107,166</u> |
| <u>Income</u> | | |
| Grant – Dundee City Council | 101,850 | 101,000 |
| Transfer from Reserve | <u>940</u> | <u>6,166</u> |
| | <u>102,790</u> | <u>107,166</u> |

