

**REPORT TO: POLICY & RESOURCES COMMITTEE – 14 FEBRUARY, 2011**

**REPORT ON: DUNDEE CITIZENS ADVICE BUREAU - FINANCIAL ASSISTANCE 2010/2011 AND 2011/2012**

**REPORT BY: DIRECTOR OF FINANCE**

**REPORT NO: 30-2011**

**1 PURPOSE OF REPORT**

- 1.1 To submit to the Committee a request for renewal of financial support to Dundee Citizens Advice Bureau for 2010/2011 and 2011/2012.

**2 RECOMMENDATIONS**

- 2.1 That the Committee approves a revenue grant for Dundee Citizens Advice Bureau of £110,000 for the financial year 2010/2011 and 2011/2012.

**3 FINANCIAL IMPLICATIONS**

- 3.1 Financial assistance of £110,000 towards the running costs of Dundee Citizens Advice Bureau can be met from specific provision within the Miscellaneous Services Revenue Budget for 2010/2011 and 2011/2012.

**4 BACKGROUND**

- 4.1 The City Council is one of the main sources of funding for the Bureau. The Director of Finance has discussed the 2010/2011 and 2011/2012 budgets with the Bureau and would recommend grant assistance of £110,000 for the financial years 2010/2011 and 2011/2012. The proposed budgets are detailed in the attached Appendix 1.
- 4.2 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 2010/2011 and 2011/2012.
- 4.3 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.
- 4.4 The Bureau is a general advice agency that provides tribunal representation at Employment, Social Security and Disability Appeals. The Bureau also actively participates in the Money Advice Partnership and works 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.
- 4.5 The Bureau relies on the services of volunteers and during the year provided basic, advanced and specialist training to these volunteers.
- 4.6 In the 12 months to 31 March 2010 the Bureau dealt with 11,621 new/repeat issues and financial awards obtained on behalf of clients amounted to £284,759. The number of

new/repeat issues has fallen as has the number of funded projects. The level of financial awards has fallen because some of the additional projects funded in previous years were specific to this kind of work. In particular the loss of the Income Maximisation Worker had a major impact on these figures; however securing Dundee Partnership funding has allowed this post to be reintroduced from 2010/2011.

- 4.7 During the financial year to 31 March 2010 the Bureau received funding from a wide variety of bodies, namely:-

Dundee City Council  
 Scottish Government  
 Scottish Legal Aid Board  
 Citizens Advice Scotland  
 NHS Tayside

Whilst the number and mix of funded projects has fallen the bureau continues to explore new funding opportunities to increase the range and availability of services. Any such projects should reduce the requirement to utilise reserves shown in appendix 1.

## 5 **POLICY IMPLICATIONS**

This report has been screened for policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact and Risk Assessment. There are no major issues.

## 6 **CONSULTATION**

- 6.1 The Chief Executive and Depute Chief Executive (Support Services) have been consulted on the contents of this report.

## 7 **BACKGROUND PAPERS**

- 7.1 None.

**MARJORY M STEWART**  
**DIRECTOR OF FINANCE**

**02 FEBRUARY, 2011**

**Appendix 1****DUNDEE CITIZENS ADVICE BUREAU BUDGET – 2010/2011 AND 2011/2012**

	<b><u>Actual</u></b> <b><u>2009/2010</u></b>	<b><u>Budget</u></b> <b><u>2010/2011</u></b>	<b><u>Budget</u></b> <b><u>2011/2012</u></b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b><u>Expenditure</u></b>			
<b>Staff Costs</b>	101,222	121,398	122,693
<b>Property Costs</b>	7,133	10,800	10,895
<b>Administration Costs</b>	<u>22,565</u>	<u>23,300</u>	<u>23,885</u>
	<u>130,920</u>	<u>155,498</u>	<u>157,473</u>
<b><u>Income</u></b>			
<b>Other Income</b>	23,098	14,813	1,950
<b>Dundee Partnership</b>	0	30,685	30,685
<b>Grant – Dundee City</b>	<u>110,000</u>	<u>110,000</u>	<u>110,000</u>
<b>Council</b>	133,098	155,498	142,635
<b>Transfer (to)/from Reserve</b>	<u>(2,178)</u>	<u>0</u>	<u>14,838</u>
	<u>130,920</u>	<u>155,498</u>	<u>157,473</u>