

REPORT TO: FINANCE COMMITTEE - 10 DECEMBER 2001
REPORT ON: DSOs ANNUAL REPORTS AND ACCOUNTS
REPORT BY: DIRECTOR OF FINANCE
REPORT NO: 791-2001



DUNDEE CITY COUNCIL

DIRECT SERVICE ORGANISATIONS

ANNUAL REPORTS AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2001

AUDITED

DUNDEE CITY COUNCIL
DIRECT SERVICE ORGANISATIONS' STATEMENT OF ACCOUNTS
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DUNDEE CITY COUNCIL
DIRECT SERVICE ORGANISATIONS

FOREWORD

The Local Government Act 1988 (the Act) requires local authorities and other public bodies to expose to competition certain activities where the work is undertaken by the authority's own employees.

The Act and subsequent Orders applies compulsory competition to the following activities:-

- a Collection of refuse;
- b Cleaning of buildings;
- c Other cleaning;
- d Catering for the purposes of schools and welfare
- e Other catering;
- f Ground maintenance;
- g Repair and maintenance of vehicles;
- h Managing sports and leisure facilities;
- i Vehicle management

The Act and Regulations exempt various work, mainly:-

- 1 Work carried out by an employee, the majority of whose time is devoted to or whose main duty is to undertake work, which is non-defined;
- 2 Work carried out by an employee who have to live in tied accommodation to enable them to undertake that work;
- 3 Work done under agreements with the Training Agency or the Department for Education or Employment, whereby either pays all or part of the costs;
- 4 Emergency work undertaken to safeguard health or property;
- 5 Work done before the starting dates and below prescribed cut off points and limits specified in the Regulations;
- 6 Work affected by local government re-organisation where exempted by the Changes Regulations.

The City Council is exempt from (e), (g) and (i) above.

The remaining activities have been subjected to Compulsory Competitive Tendering, each of the contracts successfully won by the in-house Direct Service Organisation.

The Local Government (Exemption from Competition) (Scotland) Order 1995 had the effect of removing the requirement on local authorities to seek competitive tenders under the CCT rules for work falling due within the exempt period, due mainly to the additional workload caused by local government reorganisation.

The Local Government (Exemption from Competition) (Scotland) Amendment Order 2000 and the Local Government Act 1988 (Competition) (Scotland) Amendment Regulations 2000 extended the moratorium on the reintroduction of CCT to existing services and delayed the introduction of CCT to new services. These regulations are designed to allow local authorities time to develop and implement alternative Best Value systems.

DUNDEE CITY COUNCIL
SUPPORT SERVICES DEPARTMENT
CLEANING OF BUILDINGS - DIRECT SERVICE ORGANISATION
ANNUAL REPORT 2000/2001

The Cleaning of Buildings Contract, which was won by the Ex Dundee District Council's own Cleaning Service for the second time, commenced on 31 July 1993 for a period of four years, this was extended to 1 November 1997 due to Local Government Reorganisation, subsequently a moratorium is in place which the Council is allowed to continue with as long as the Contract complies with the standards set out in the Council's Best Value submission. During the contract, the financial targets set by the Government were met. Since commencement, additional areas have been added, other areas removed and various departmental relocations taken place.

In order to achieve the level of cleaning required by the contract, account had to be taken of the differing functions carried out by departments and the areas involved and this is reflected in the equipment used. The cleaning materials used are consistent with good cleaning practice and are environmentally friendly.

All staff are employed on a part time basis between ten and twenty hours per week, dependent on the area involved and work at any of the Ex Dundee District Council premises, as requested.

Patricia McIlquham, LL.B
Director of Support Services
Dundee City Council
20 June 2001

DUNDEE CITY COUNCIL
LEISURE AND PARKS DEPARTMENT
GROUND MAINTENANCE- DIRECT SERVICE ORGANISATION
ANNUAL REPORT 2000/2001

1 Introduction

The Leisure and Parks Direct Service Organisation (DSO) provides a full and extensive landscape and outdoor recreation maintenance service for the whole of the City Council and other organisations. As a result of Compulsory Competitive Tendering (CCT), all such work carried out by Dundee City Council has now been won in competition with private contractors by the DSO for a six year period up to 31 December 1995. The Government by regulation has extended the moratorium on CCT allowing the work to continue under the existing Ground Maintenance contract for the period under review.

A review is now taking place on ground maintenance due to the Government's introduction of Best Value which will involve a restructuring on how services are delivered in future.

2 Services Provided

The DSO provides a workforce to service and carry out new landscaping works and maintenance to existing landscaped areas and outdoor recreation facilities. Sites include parks, playing fields, open spaces, golf courses, bowling greens and housing landscaped areas, which are maintained by a trained and skilled workforce of varying craft skills employed by the DSO. The DSO has its own mechanical workshops, sawmills and glasshouses and provides a full 24 hour emergency service which is required for carrying out work on dangerous trees and flooding etc.

3 Objectives

The DSO's main objective is to provide an efficient, high quality and cost effective public service by:

- a Programming landscape maintenance, landscape works and maintenance of outdoor recreational facilities to provide the service as defined by the City Council and other organisations, as requested;
- b Maintaining high standards of work and an efficient service for the Council and its Council Tax Payers;
- c Employing a skilled and trained workforce at all levels and of varying horticultural and greenkeeping crafts skills, with regular updating on training and new horticultural methods of maintenance;
- d Employing a contented and efficient workforce in order to provide the services as laid down by the policies of the Council, by providing good working conditions and Health and Safety Procedures;
- e Contribute to and improve the environment for all residents of the City to live in and to ensure that differing groups in society are adequately catered for, without disturbance to others;
- f Providing a horticultural advisory service
- g Achieving the break-even requirements of the legislation.

4 **Purpose of a Leisure and Parks DSO**

The Council in fulfilling its objectives and policies relating to outdoor recreation, amenity and landscape management accrues considerable benefits in maintaining its own DSO, namely:

- a The Council can ensure a high standard of workmanship and service;
- b Can develop a close working relationship between the Council, DSO, Trade Unions and Council Tax payers;
- c The DSO can develop a specialist knowledge and local contact with special groups, organisations and other Departments of the Council;
- d Provide an emergency service and meet agreed priorities;
- e Supervision of a DSO group is easier than private contractors;
- f The DSO can be used more efficiently on projects which are difficult to price and schedule, eg entertainment events, emergency work, clean up campaigns, planting projects etc;
- g The DSO are always prepared to price for any landscape works and will always submit keen prices to win any such contracts and not submit inflated prices;
- h Prevents overcharging by private contractors and establishment of price cartels;
- i Any surpluses the Leisure and Parks DSO generate are used for the financial benefit of the Council Tax payers;
- j Provide local employment opportunities.

5 **Manpower**

The full time workforce consists of the following:

Salaried: 25 Management and Supervisors

Manual: 165 including gardeners, groundsmen, florists, foresters, sawmillers, drivers; gravediggers, apprentices and fencers

These employees are employed throughout the Council boundary and based in different areas of the City, except in the more specialised areas, such as arboriculture and fencing, where these groups are based centrally to serve the whole of the City.

All employees come within the National Joint Council Conditions of Service which provides employees with full holiday entitlement, superannuation and sickness benefit. Employees meet Leisure and Parks Management regularly at the Joint Works Committee, Health and Safety Committee and Joint Management/Trade Union Meetings to discuss matters on industrial relations, productivity, working arrangements and Health and Safety.

6 **Landscape Maintenance Programme**

The maintenance work carried out by the DSO can be readily divided into two main seasons. One is the period April - November, as this is the time that the greatest plant growth is encountered and, therefore, it is essential that the workforce concentrates its efforts on containing the growth to keep our parks, open spaces, recreation areas, landscaped areas and cemeteries neat and tidy.

The second period is during the winter months of December - March, although there are certain annual winter maintenance works to be carried out, such as pruning and planting, it is a time also for improving and carrying out new landscape works. These works include planting of new rose beds, naturalised bulb plantings and new landscape schemes as a result of building construction works such as housing, environmental improvements, road improvements, industrial units, etc.

7 **Best Value**

With the introduction by the Government of Best Value in Local Government services, the compulsory competitive tendering of services has now been overtaken by Best Value reviews. The Leisure & Parks Department are now programming best value reviews for all its services which will result in a review of how these services are delivered in order to ensure best value.

The DSO has registration for Quality Assurance ISO 9002:1994 for its organisation and which demonstrates the provision of a quality service to our customers and clients.

8 **Trading Review**

The Department is having to win more of its work under competitive tendering. With greater numbers of Housing Associations and other clients obtaining competitive rates, this trend will no doubt continue. Also the market for landscape works is decreasing as new developments become smaller and the trend is towards cheaper and more cost effective low maintenance projects.

In order to maintain existing employment levels, DSO Management are meeting the challenge by changes in working practice to make the organisation more cost effective and efficient.

9 **Conclusion**

The DSO has a well trained workforce covering a wide range of craft skills in order to carry out the Council's own landscape amenity management and likewise for other organisations. All such maintenance work is now carried out under CCT in competition with private contractors.

Alex Stuart
Director of Leisure and Parks
Dundee City Council
20 June 2001

DUNDEE CITY COUNCIL
ENVIRONMENTAL AND CONSUMER PROTECTION DEPARTMENT
REFUSE COLLECTION AND OTHER CLEANING - DIRECT SERVICE ORGANISATION
ANNUAL REPORT 2000/2001

This year saw the introduction of seven gas powered vehicles into the department's fleet. Of the total, five were light vehicles and two were refuse collection vehicles.

A cautious approach is being taken with the introduction of the latter, as it is known that other authorities have experienced a variety of technical problems with such vehicles. When a full evaluation of their performance against similar conventional vehicles is available, a decision will be taken on the introduction of more gas powered heavy-duty vehicles.

Approval was obtained for the construction of a new purpose built workshop facility within the department's main location at Marchbanks Depot. Construction should be completed in late 2001.

A further "wheelie-bin" route was introduced in the north-central area of the city, spanning a wide mix of property types. This system provides every householder with a high quality container for domestic refuse, which has an integral lid and sufficient capacity for most households' weekly needs. The introduction was extremely smooth, but a disappointing response from members of the public in certain pockets, means that further work with the client section of the department is called for.

The poor management of refuse, particularly in some tenement properties, continues to present distinct difficulties for the collection services. This is a national problem and concerted efforts will be required to reverse this disconcerting trend.

Efforts to improve street cleaning operations in the city continue, with several new small mechanical sweeping machines having been acquired.

The ever swelling number of parked cars, combined with an increasing propensity to discard wrappings from fast foods, sweets, drinks taken "on the hoof" etc makes life difficult for street sweepers. Their efforts are often not fully appreciated until their absence (ie public holidays etc) but the task is unrelenting and often unpleasant.

Finally, nothing could be achieved without a willing and diligent workforce. Thanks to all our staff within the DSO.

Ron Gabriel
Director of Environmental and
Consumer Protection Department
Dundee City Council
20 June 2001

DUNDEE CITY COUNCIL

LEISURE AND PARKS DEPARTMENT

LEISURE AND RECREATION MANAGEMENT - DIRECT SERVICE ORGANISATION

ANNUAL REPORT 2000/2001

1 Introduction

The Leisure and Parks Direct Service Organisation (DSO) provides a comprehensive management service for all leisure activities and facilities run by Dundee City Council Leisure and Parks Department.

The Organisation was originally set up by the former City of Dundee District Council to operate two contracts successfully obtained under the Compulsory Competitive Tendering (CCT) requirements of the Local Government Act 1988.

The first contract which started at the end of December 1991 covers mainly outdoor facilities and the second which commenced in July 1992 applies to leisure centres. The Government by regulation has placed a moratorium on CCT allowing Dundee City Council to extend and operate the two Leisure and Management contracts during the period under review.

2 Services Provided

The undernoted services are provided by the Leisure and Parks DSO:-

- a taking bookings
- b collection of and accounting for fees and charges
- c cleaning and maintaining of buildings, grounds, sports surfaces, plant and equipment
- d supervision of instructions
- e provision of instructions
- f provision and hire of sports and other equipment
- g securing of premises
- h marketing and promotion of facilities
- i responsibility for heating, lighting and other service charges
- j sports coaching

The contract covers management of the following facilities:-

Indoor sports (including sports centres, swimming pools and sports coaching), outdoor recreational areas (including rangering and bookings of facilities and activities, parks, playgrounds, putting greens, pitch and putt courses, trampolines, athletics courses, cycle tracks, sports pitches, bowling greens, boating ponds, crazy golf courses, miscellaneous children's rides and golf courses).

3 Objectives

The Leisure and Parks DSO main objective is to provide an efficient, high quality and cost effective public service by:-

- a maximising the use and programming of facilities, both indoor and outdoor and arranging for the bookings, collection, and accounting of fees and charges.
- b maintaining a high standard of service which is customer focused and retains existing users and attracts additional users to facilities/activities.
- c employing a skilled and trained workforce at all levels ensuring that training needs are constantly reviewed in the interest of the effectiveness and efficiency of the service.
- d employing a contended and efficient workforce in order to provide the services laid down by the policies of the Council by providing good working conditions and health and safety procedures.

- e contribute to an improved leisure infrastructure within the City for the benefit of quality of life and accessibility for the citizens of Dundee and contributing to the social, economic and environmental aims of the Council.
- f achieving the break-even requirements of the legislation.

4 **Manpower**

The full-time workforce consists of the following:-

Salaries, ie Managers, Supervisors	12	full-time equivalent
Manual	-	
Outdoor facilities	60.5	full-time equivalent
Swim and Sports facilities	75	full-time equivalent

In addition, there are approximately 10 full-time equivalent supply staff who deliver sports coaching services throughout the City.

The Leisure and Parks DSO operates the National Joint Council Conditions of Service which provides employees with full holiday entitlement, superannuation and sickness benefits. Regular meetings are held between employee representatives and Leisure and Parks Management at the Joint Works Committee, Health and Safety Committee and Joint Management/Trade Union meetings to discuss matters covering industrial relations, productivity, working arrangements and health and safety.

5 **Overall Performance**

During 2000/2001 the DSO continued to perform its contractual obligations satisfactorily and the level of use of facilities by the public has been maintained in most cases. Indeed there has been some visible successes, particularly with the golf courses, where usage has increased substantially.

The DSO continues to seek opportunities to improve efficiency and effectiveness and is pursuing Quest, Chartermark and Scotland's Best's approach to delivering quality services.

Two Best Value reviews, ie the Olympia and Indoor Sports Centres have been carried out and the continual improvement actions are now being implemented to the benefit of customers and the City Council. A review on Lochee Swimming and Leisure Centre will be completed in 2001 with sports development/coaching being commenced early in the financial year 2001/2002.

6 **Conclusion**

The Leisure and Parks DSO continues its excellent record of providing a high standard of service to the citizens of Dundee. Its operation and facilities are continuously reviewed to create a better quality of life, greater access and encourage a greater number of people to participate in sports, fitness and recreational services.

Existing competitive tenders for both Leisure Management Contracts (dry and wet facilities) will continue meantime pending a review under Best Value. In addition to the Best Value reviews currently complete, ie Olympia and Indoor Sports, a further study is reaching its conclusion in respect of swimming provision in Dundee with the options for future provision to be determined.

Alex Stuart
Director of Leisure and Parks
Dundee City Council
20 June 2001

STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS

The Authority's Responsibilities

The authority is required:

- to make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this authority, that officer is the Director of Finance:
- to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

The Director of Finance's Responsibilities

The Director of Finance is responsible for the preparation of the Direct Service Organisations' statement of accounts which, in terms of the CIPFA/LASAAC Code of Practice on Local Authority Accounting in Great Britain ('the Code of Practice'), is required to present fairly the financial position of the organisations at the accounting date and its income and expenditure for the year ended 31 March 2001.

In preparing this statement of accounts, the Director of Finance has:

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that were reasonable and prudent;
- complied with the Code of Practice.

The Director of Finance has also:

- kept proper accounting records which were up to date;
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

REPORT ON DIRECT SERVICE ORGANISATIONS' ACCOUNTS

1 **Accounting Requirements of the Legislation**

The Local Government Act 1988 requires Local Authorities to keep separate accounts for each financial year in respect of each defined activity carried out by a Direct Service Organisation for which competition is required.

Scottish Ministers have specified that Direct Service Organisations' revenue accounts must break-even after taking into account capital charges which includes a capital financing charge of 6% of the value of fixed assets used in the provision of the service. However, if tenders for work were invited on the basis that an authority would make an asset available free of charge to whoever might be awarded the work, that asset need not be regarded as capital employed for the purposes of calculating the capital financing charge.

The Act specifies the items which may be credited to such accounts and gives Scottish Ministers power to specify items which are to be debited. Scottish Ministers have intimated that they do not intend at present to make such specifications. However, they expect Authorities to pay due regard to the useful and detailed advice contained in the Code of Practice for Compulsory Competition published by the Chartered Institute of Public Finance and Accountancy.

The Act has brought radical changes to the form and content of the accounts maintained for the activities affected by the legislation.

The main implication on a Direct Service Organisation's accounts is the fact that its income is fixed in accordance with tender prices submitted for the work. It is therefore essential for a Direct Service Organisation to monitor and control income and expenditure in such a way as to achieve the appropriate financial objective.

2 **Review of Accounts and Financial Objectives**

a **Cleaning of Buildings**

This account shows a surplus of £25,865 which represents 13.57% of total income and adequately exceeds the break-even requirements of the legislation.

b **Ground Maintenance**

This account has two sub-headings - Defined and Non-defined work. Defined work represents the work undertaken in accordance with the competitive tender price submitted for the City Council's ground maintenance work, including works contracts. Non-defined work comprises all other work undertaken by the Direct Service Organisation.

The account is in surplus by £112,419 which represents 2.05% of total income exceeding the break-even requirements of the legislation.

c **Refuse Collection and Other Cleaning**

There are two defined activities held in this account and their combined surplus amounts to £107,470. This sum represents 1.75% of total income exceeding the break-even requirements of the legislation.

d **Leisure and Recreation Management**

A surplus of £119,557 has been achieved during the period under review representing 3.45% of total income. This sum is well in excess of the break-even requirements of the legislation.

e **General**

The City Council's Direct Service Organisations have achieved the financial objectives laid down by the Secretary of State due in particular to the ongoing efforts of management and workforce to improve operational performance and exercising tight control over costs within their respective Departments.

**David K Dorward, CPFA
Director of Finance
Dundee City Council
20 June 2001**

ACCOUNTING POLICIES

General

The Accounting Policies adopted by the Authority are those detailed in the Accounting Code of Practice for Compulsory Competition published by the Chartered Institute of Public Finance and Accountancy. The accounts have been prepared in accordance with the basic accounting concepts of matching, consistency, prudence, materiality and substance over form.

Stocks and Work in Progress

Stocks are stated in the Accounts at cost and work in progress represents the value of work unbilled at 31 March 2001.

Exceptional Items

Exceptional items derive from events or transactions outwith the ordinary activities of the Direct Service Organisation which are both material and not expected to recur frequently or regularly.

Treatment of Profits/Losses

An element of profit is included in each tender where possible and any profit made at the end of the year is either appropriated to Reserves for the Direct Service Organisation or transferred to the City Council's General Fund. In the event of a loss arising, it would be met first from any available Direct Service Organisation's Reserves and secondly by a contribution from the City Council's General Fund.

Central Support Services

Charges have been made in accordance with the Trading Agreements between Central Support Departments and all Service Departments of the City Council for Financial Year 2000/2001.

SUPPORT SERVICES DEPARTMENT
CLEANING OF BUILDINGS - DIRECT SERVICE ORGANSIATION
REVENUE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2001

Previous Year £		Total £
191,917	Income	190,615
<u>159,095</u>	Expenditure	<u>164,750</u>
<u>32,822</u>	Surplus	<u>25,865</u>

CLEANING OF BUILDINGS - NOTES ON REVENUE ACCOUNT

- 1 The charge for Central Support Services included in the expenditure amounted to £4,174.
- 2 There were no exceptional items during the period under review.
- 3 The Revenue Account surplus of £25,865 was transferred to the General Fund during the period under review.
- 4 There are no Corporate and Democratic Core costs charged to the Revenue Account.
- 5 A sum of £62 has been charged to the Revenue Account in respect of pension-related costs which fall within the revised definition of Unapportionable Central Overheads laid down in the Best Value Accounting Code of Practice issued by the Chartered Institute of Public Finance and Accountancy.

LEISURE AND PARKS DEPARTMENT
GROUND MAINTENANCE - DIRECT SERVICE ORGANISATION
REVENUE ACCOUNT FOR YEAR ENDED 31 MARCH 2001

Previous Year £		Defined Work £	Non-Defined Work £	Total £
5,419,849	Income	4,364,232	1,116,151	5,480,383
<u>5,231,556</u>	Expenditure	<u>4,265,658</u>	<u>1,102,306</u>	<u>5,367,964</u>
<u>188,293</u>	Surplus	<u>98,574</u>	<u>13,845</u>	<u>112,419</u>

APPROPRIATION ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2001

Previous Year £		Total £
188,293	Surplus for the year as per Revenue Account	112,419
<u>188,293</u>	<u>Less</u> Contribution to General Fund	<u>112,419</u>
<u>-</u>	Balance carried forward at 31 March 2001	<u>-</u>

LEISURE AND PARKS DEPARTMENT
GROUND MAINTENANCE - DIRECT SERVICE ORGANISATION
BALANCE SHEET AS AT 31 MARCH 2001

Previous Year £		£	£	£
	Fixed Assets			
20,206	Land and Buildings			16,692
<u>873,776</u>	Vehicles, Plant and Equipment			<u>989,522</u>
893,982				1,006,214
	Current Assets			
220,461	Stocks	161,130		
151,800	Work in Progress	290,611		
<u>171,733</u>	Trade Debtors	<u>227,069</u>		
543,994			678,810	
	<u>Less</u>			
	Current Liabilities			
	Creditors - Amounts falling due within one year			
236,575	Due to City Council's Loans Fund	312,504		
203,448	Trade Creditors	358,765		
11,081	Other Taxes and Social Security Costs	6,952		
86,672	Other Creditors	94,598		
<u>6,218</u>	Accruals	<u>7,669</u>		
543,994			780,488	
-	Net Current Assets/(Liabilities)			<u>(101,678)</u>
<u>893,982</u>	NET ASSETS			<u>904,536</u>
	Financed by:-			
387,114	Fixed Asset Restatement Reserve			375,433
<u>506,868</u>	Capital Financing Reserve			<u>529,103</u>
<u>893,982</u>				<u>904,536</u>

David K Dorward, CPFA
Director of Finance
Dundee City Council
20 June 2001

LEISURE AND PARKS DEPARTMENT
GROUND MAINTENANCE - DIRECT SERVICE ORGANISATION
CASH FLOW STATEMENT
FOR THE YEAR ENDING 31 MARCH 2001

Previous Year £		£	£	£
	Revenue Activities:			
	Cash outflows			
2,953,456	Cash paid to and on behalf of employees			3,057,334
2,009,033	Other Operating Costs			1,818,012
<u>188,293</u>	Contribution to General Fund			<u>112,419</u>
5,150,782				4,987,765
	Cash inflows			
<u>5,501,854</u>	Cash Received for Goods and Services			<u>5,286,237</u>
351,072	Net Cash Inflow/(Outflow) from Revenue Activities			298,472
	Capital Activities:			
	Cash outflows			
216,479	Purchase of Fixed Assets	331,549		
<u>291,719</u>	Other Capital Cash Payments	<u>272,723</u>		
508,198			604,272	
	Cash inflows			
20,278	Sale of Fixed Assets	24,180		
<u>196,201</u>	Other Capital Cash Receipts	<u>205,691</u>		
<u>216,479</u>			<u>229,871</u>	
(291,719)	Net Cash Inflow/(Outflow) from Capital Activities			(374,401)
<u>59,353</u>	Net Cash Inflow/(Outflow) Before Financing			<u>(75,929)</u>
	Financing:			
	Cash Outflows			
59,353	Repayment of Amounts Borrowed - Revenue Element			25,749
	Cash Inflows			
-	Amounts Borrowed - Capital Element			(101,678)
<u>59,353</u>	(Increase)/Decrease in Cash and Cash Equivalents			<u>(75,929)</u>

**GROUND MAINTENANCE -
NOTES ON REVENUE ACCOUNT AND BALANCE SHEET**

- 1 The charge for Central Support Services included in the expenditure amounted to £158,171.
- 2 There were no exceptional items during the period under review.
- 3 The sum of £112,419 was transferred to the General Fund during the period under review.
- 4 There are no Corporate and Democratic Core costs charged to the Revenue Account.
- 5 A sum of £10,850 has been charged to the Revenue Account in respect of pension-related costs which fall within the revised definition of Unapportionable Central Overheads laid down in the Best Value Accounting Code of Practice issued by the Chartered Institute of Public Finance and Accountancy.
- 6 Fixed Assets have been included in the Balance Sheet in accordance with the new system of Capital Accounting, as recommended in the Code of Practice on Local Authority Accounting in Great Britain 2000, which was issued jointly by the Chartered Institute of Public Finance and Accountancy and the Local Authority (Scotland) Accounts Advisory Committee.

GROUND MAINTENANCE - NOTES ON CASH FLOW STATEMENT

1 Reconciliation of Revenue Surplus Net Cash Flow from Revenue Activities

	£	£
Surplus from Revenue Account		112,419
<u>Add</u>		
Cash outflow from Capital Activities	374,401	
Capital Element of Cash Borrowings	(101,678)	
Decrease/(Increase) in Stock	59,331	
Decrease/(Increase) in Debtors and Work in Progress	(194,147)	
Increase/(Decrease) in Creditors	<u>160,565</u>	<u>298,472</u>
		410,891
<u>Deduct</u>		
Contribution to General Fund		<u>112,419</u>
Net Cash inflow/(outflow) from Revenue Activities		<u>298,472</u>

2 Reconciliation of Financing Section with Loans Fund Account.

	£
Balance due to Loans Fund at 1 April 2000	236,575
<u>Add</u>	
Amounts Borrowed	<u>75,929</u>
Balance due to Loans Fund at 31 March 2001	<u>312,504</u>

ENVIRONMENTAL AND CONSUMER PROTECTION DEPARTMENT

**REFUSE COLLECTION AND OTHER CLEANING -
DIRECT SERVICE ORGANISATION**

REVENUE ACCOUNT FOR YEAR ENDED 31 MARCH 2001

Previous Year £		Refuse Collection Work £	Other Cleaning Work £	Total £
6,954,891	Income	3,466,976	2,683,807	6,150,783
<u>6,867,537</u>	Expenditure	<u>3,371,438</u>	<u>2,671,875</u>	<u>6,043,313</u>
<u>87,354</u>	Surplus	<u>95,538</u>	<u>11,932</u>	<u>107,470</u>

APPROPRIATION ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2001

Previous Year £		Total £
87,354	Surplus for the year as per Revenue Account	107,470
<u>87,354</u>	<u>Less</u> Contribution to General Fund	<u>107,470</u>
<u>-</u>	Balance carried forward at 31 March 2001	<u>-</u>

ENVIRONMENTAL AND CONSUMER PROTECTION DEPARTMENT

REFUSE COLLECTION AND OTHER CLEANING - DIRECT SERVICE ORGANISATION

BALANCE SHEET AS AT 31 MARCH 2001

Previous Year		£	£	£
	Fixed Assets			
897,451	Vehicles, Plant and Equipment			618,281
	Current Assets			
82,961	Stocks	64,336		
27,907	Work in Progress and Sundry Debtors	26,116		
<u>32,479</u>	Due by City Council's Loans Fund	<u>69,828</u>		
143,347			160,280	
	<u>Less</u>			
	Current Liabilities			
	Creditors - Amounts falling due within one year			
-	Due to City Council's Loans Fund	-		
69,232	Trade Creditors	80,768		
4,081	Other Taxes and Social Security Costs	4,299		
64,975	Other Creditors	69,103		
<u>5,059</u>	Accruals	<u>6,110</u>		
<u>143,347</u>			<u>160,280</u>	
-	Net Current Assets/(Liabilities)			-
<u>897,451</u>	NET ASSETS			<u>618,281</u>
	Financed by:-			
805,211	Fixed Asset Restatement Reserve			802,813
<u>92,240</u>	Capital Financing Reserve			<u>(184,532)</u>
<u>897,451</u>				<u>618,281</u>

David K Dorward, CPFA
Director of Finance
Dundee City Council
20 June 2001

ENVIRONMENTAL AND CONSUMER PROTECTION DEPARTMENT

**REFUSE COLLECTION AND OTHER CLEANING -
DIRECT SERVICE ORGANISATION**

CASH FLOW STATEMENT

FOR THE YEAR ENDING 31 MARCH 2001

Previous Year £		£	£
	Revenue Activities:		
	Expenditure		
4,374,884	Cash paid to and on behalf of employees		4,035,569
1,881,147	Other Operating Costs		1,637,148
<u>87,354</u>	Contribution to General Fund		<u>107,470</u>
6,343,385			5,780,187
	Income		
<u>6,972,951</u>	Cash received for Goods and Services		<u>6,152,575</u>
629,566	Net Cash Inflow/(Outflow) from Revenue Activities		372,388
	Capital Activities:		
	Expenditure		
526,623	Other Capital Cash Payments	345,877	
	Income		
850	Sale of Fixed Assets	10,838	
<u>(525,773)</u>	Net Cash Inflow/(Outflow) from Capital Activities		<u>(335,039)</u>
<u>103,793</u>	Net Cash Inflow/(Outflow) Before Financing		<u>37,349</u>
	Financing:		
	Cash Outflow		
<u>103,793</u>	Repayment of Amounts Borrowed		<u>37,349</u>
<u>103,793</u>	(Increase)/Decrease in cash and cash equivalents		<u>37,349</u>

**REFUSE COLLECTION AND OTHER CLEANING -
NOTES ON REVENUE ACCOUNT AND BALANCE SHEET**

- 1 The charge for Central Support Services included in the expenditure amounted to £141,477.
- 2 There were no exceptional items during the period under review.
- 3 The sum of £107,470 was transferred to the General Fund during the period under review.
- 4 There are no Corporate and Democratic Core costs charged to the Revenue Account.
- 5 A sum of £49,757 has been charged to the Revenue Account in respect of pension-related costs which fall within the revised definition of Unapportionable Central Overheads laid down in the Best Value Accounting Code of Practice issued by the Chartered Institute of Public Finance and Accountancy.
- 6 Fixed Assets have been included in the Balance Sheet in accordance with the new system of Capital Accounting, as recommended in the Code of Practice on Local Authority Accounting in Great Britain 2000, which was issued jointly by the Chartered Institute of Public Finance and Accountancy and the Local Authority (Scotland) Accounts Advisory Committee.

**REFUSE COLLECTION AND OTHER CLEANING -
NOTES ON CASH FLOW STATEMENT**

1 Reconciliation of Revenue Surplus Net Cash Flow from Revenue Activities

	£	£
Surplus from Revenue Account		107,470
<u>Add</u> Cash outflow from Capital Activities	335,039	
Decrease/(Increase) in Stocks	18,625	
Decrease/(Increase) in Debtors and Work in Progress	1,791	
Increase/(Decrease) in Creditors	<u>16,933</u>	<u>372,388</u>
		479,858
<u>Deduct</u>		
Contribution to General Fund		<u>107,470</u>
Net Cash inflow/(outflow) from Revenue Activities		<u>372,388</u>

2 Reconciliation of Financing Section with Loans Fund Account.

	£
Balance due by Loans Fund at 1 April 2000	32,479
<u>Add:</u> Repayment of Amounts borrowed	<u>37,349</u>
Balance due by Loans Fund at 31 March 2001	<u>69,828</u>

LEISURE AND PARKS DEPARTMENT

LEISURE AND RECREATION MANAGEMENT - DIRECT SERVICE ORGANISATION

REVENUE ACCOUNT FOR THE YEAR TO 31 MARCH 2001

Previous Year

£		£
3,592,375	Income	3,461,301
<u>3,466,316</u>	Expenditure	<u>3,341,744</u>
<u>126,059</u>	Surplus	<u>119,557</u>

APPROPRIATION ACCOUNT FOR THE YEAR TO 31 MARCH 2001

126,059	Surplus for the Period as per Revenue Account	119,557
<u>126,059</u>	<u>Less</u> Contribution to General Fund	<u>119,557</u>
<u>-</u>		<u>-</u>

BALANCE SHEET AS AT 31 MARCH 2001

18,630	Current Assets	-Due by City Council Loans Fund	36,184
<u>584</u>		-Trade Debtors	<u>4,757</u>
<u>19,214</u>			<u>40,941</u>
	Current Liabilities	- Amounts Falling Due Within One Year	
4,181	Trade Creditors	1,046	
<u>15,033</u>	Other Creditors	<u>39,895</u>	
<u>19,214</u>			<u>40,941</u>
<u>-</u>	Current Assets Less Current Liabilities		<u>-</u>
<u>-</u>	Capital and Reserves		<u>-</u>

David K Dorward, CPFA
Director of Finance
Dundee City Council
20 June 2001

LEISURE AND PARKS DEPARTMENT

LEISURE AND RECREATION MANAGEMENT - DIRECT SERVICE ORGANISATION

CASH FLOW STATEMENT FOR THE YEAR TO 31 MARCH 2001

Previous Year £		£
	Revenue Activities:	
	Expenditure	
2,524,250	Cash Paid to and on Behalf of Employees	2,351,801
994,544	Other Operating Costs	968,216
<u>126,059</u>	Contribution to General Fund	<u>119,557</u>
3,644,853		3,439,574
	Income	
<u>3,590,242</u>	Cash received for Goods and Services	<u>3,457,128</u>
<u>(54,611)</u>	Net Cash Inflow/(Outflow) from Revenue Activities	<u>17,554</u>
	Financing:	
	Cash Inflow	
(54,611)	Amounts Borrowed	-
	Cash Outflow	
-	Repayment of Amounts Borrowed	<u>17,554</u>
<u>(54,611)</u>	(Increase)/Decrease in Cash and Cash Equivalent	<u>17,554</u>

**LEISURE AND RECREATION MANAGEMENT –
NOTES ON REVENUE ACCOUNT**

- 1 The charge for Central Support Services included in the expenditure amounted to £71,455.
- 2 The sum of £119,557 was transferred to the General Fund during the period under review.
- 3 There are no Corporate and Democratic Core costs charged to the Revenue Account.
- 4 A sum of £5,161 has been charged to the Revenue Account in respect of pension-related costs which fall within the revised definition of Unapportionable Central Overheads laid down in the Best Value Accounting Code of Practice issued by the Chartered Institute of Public Finance and Accountancy.

**LEISURE AND RECREATION MANAGEMENT –
NOTE ON CASH FLOW STATEMENT**

1 Reconciliation with Revenue Surplus

	£	£
Surplus per Revenue Account		119,557
<u>Add:</u> Increase/(Decrease) in Creditors	21,727	
Decrease/(Increase) in Debtors	<u>(4,173)</u>	<u>17,554</u>
		137,111
<u>Deduct:</u> Contribution to General Fund		<u>119,557</u>
Net Cash Inflow/(Outflow) from Revenue Activities		<u>17,554</u>

2 Reconciliation of Financing Section with Loans Fund Account

Due by Loans Fund at 1 April 2000	18,630
<u>Add:</u> Repayment of Amounts Borrowed	<u>17,554</u>
Balance Due by Loans Fund at 31 March 2001	<u>36,184</u>

**ADDITIONAL REPORTING REQUIREMENTS OF
THE LOCAL GOVERNMENT ACT 1988**

YEAR 2000/2001

CLEANING OF BUILDINGS

The above activity has no work which falls within these activity by virtue of decisions under Sections 2(5), 2(7) and 6 (4).

GROUND MAINTENANCE

- 1 Value of work which falls within the activity by virtue of a decision under Section 2(5):-
 - a Leisure and Recreation work £74,687
 - b Repair and Maintenance of Vehicles work £223,058
- 2 Value of work which falls within the activity by virtue of decision under Section 2 (7):-
Non-defined work £69,273
- 3 This activity has no work which falls within the activity by virtue of a decision under Section 6(4)

REFUSE COLLECTION AND OTHER CLEANING

- 1 Value of work which falls within the activities by virtue of a decision under Section 2(5):-
Repair and Maintenance of Vehicles work £509,742
- 2 These activities have no work which falls within the activities by virtue of decisions under Sections 2(7) and 6(4).

LEISURE AND RECREATION MANAGEMENT

- 1 Value of work which falls within the activity by virtue of a decision under Section 2(5):-
 - a Cleaning of Buildings £792,267
 - b Other Cleaning £471,032
 - c Catering £9,926
- 2 Value of work which falls within the activity by virtue of a decision under Section 2(7):-
Non Defined Work £11,286
- 3 This activity has no work which falls within the activity by virtue of decisions under Section 6(4).

AUDITOR'S OPINION (PRESCRIBED FINANCIAL OBJECTIVES)

To the members of Dundee City Council and Scottish Ministers

As auditor, appointed under statute by the Accounts Commission for Scotland, we have considered the statements for the year ended 31 March 2001 on pages 14, 15, 19 and 23 of this report which relate respectively to the following categories of work and defined activities

- ☐ Cleaning of buildings
- ☐ Ground maintenance
- ☐ Refuse collection and other cleaning
- ☐ Leisure and recreation management

In our opinion the financial objective set by the Secretary of State has been met in each case.

Henderson Loggie
Chartered Accountants
Registered Auditors
Royal Exchange
Panmure Street
Dundee
DD1 1DZ

10 October 2001