



Knowsley Council

*KNOWing the value of
excellent service*

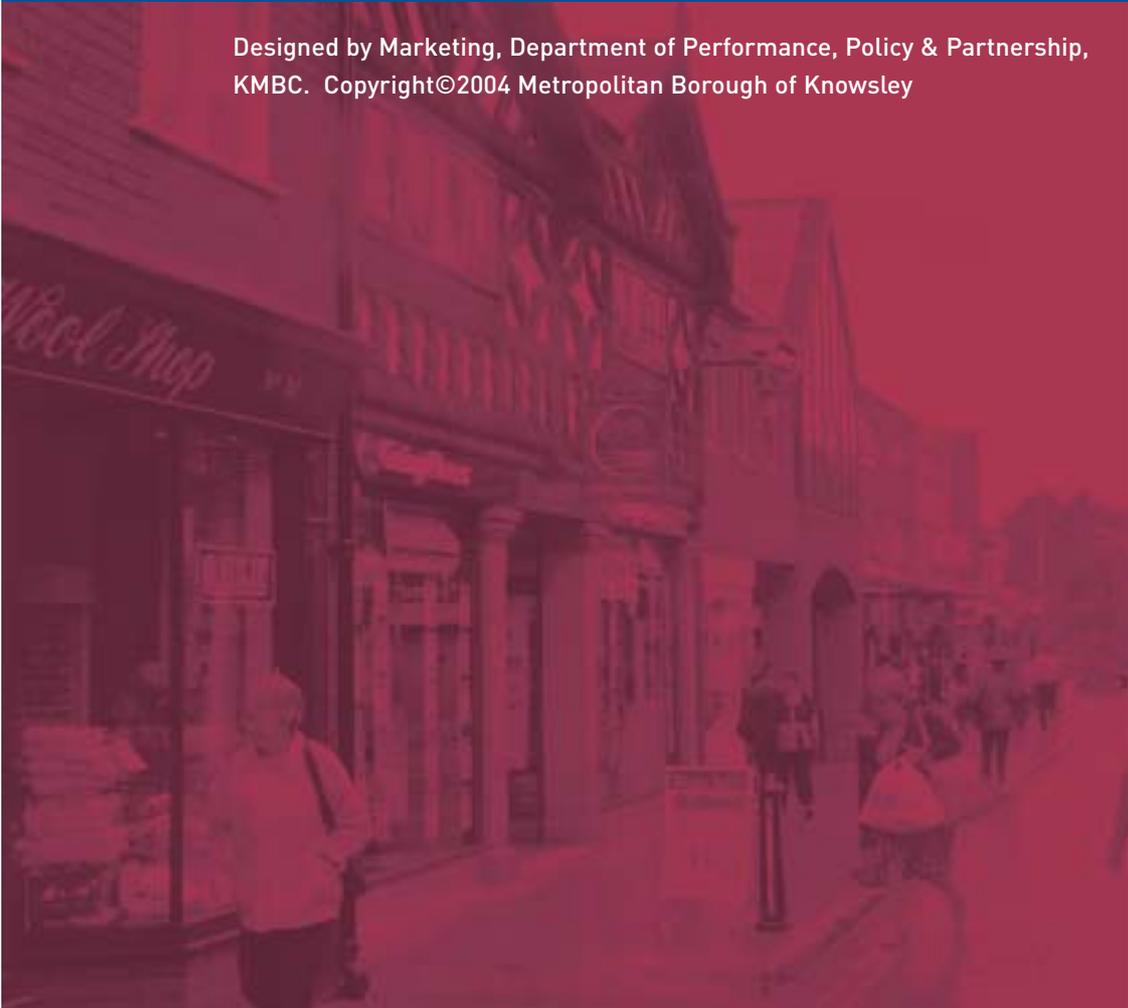
2001-2002
*Accessible Services
Regenerating through
Culture, Sport and Tourism*

2002-2003
Fostering Business Growth



2003-2004
*Removing Barriers to Work
Social Inclusion through ICT
Transforming Secondary Education*

Designed by Marketing, Department of Performance, Policy & Partnership,
KMBC. Copyright©2004 Metropolitan Borough of Knowsley



www.knowsley.gov.uk



Knowsley Council

KNOWing the value of
excellent service



Knowsley

Budget and Performance
Report 2004/05

LEY



SMOWS
KNOWNS



www.knowsley.gov.uk



Contents

Foreword	1
Knowsley's Budget : 2004/05	2
Best Value Performance Report 2003/04	5
Charges and Levies	8
Merseyside Passenger Transport Authority	10
Merseyside Police Authority Precept	12
Merseyside Fire and Civil Defence Authority Precept	14
Parish Councils	16
Council Tax Demand Notice Explanatory Notes	17

Direct Debit Competition and Direct Debit Form at the back of this booklet.

The information in this booklet is also available
on the Council's website at

<http://www.knowsley.gov.uk>

The website contains an extensive range of information
relating to the Authority and its services.



DIRECT Debit

YES
SLE
S
MOM
KNOW



*Remembered to
pay your Council Tax
this month?*



Because modern life is so busy we've introduced additional Direct Debit dates so your payments can be made automatically on a date that best suits you.

Direct Debit options are:

5th 15th 24th or end of the month.



You can now set up a Direct Debit over the telephone.

Have your bank details to hand and contact our **DD HOTLINE** today on **0151 443 4476**.



Alternatively, use the attached form and send it back to us.

COMPETITION

Pay by Direct Debit and have free entry into a prize draw to win a lap-top!

All customers that are signed up to pay their Council Tax by Direct Debit by the end of April 2004 will be entered into a free draw to win a lap-top computer.



Knowsley Council

*KNOWing the value of
excellent service*

www.knowsley.gov.uk



Knowsley Council



Please fill in the whole form using a ball point pen and send to:

The Director of Finance
Metropolitan Borough of Knowsley
P.O Box 17
Municipal Buildings
Kirkby
Knowsley
Merseyside
L32 1TX

Name(s) of Account Holder(s)

Form for Name(s) of Account Holder(s)

Bank/Building Society account number

Form for Bank/Building Society account number

Branch Sort Code

Form for Branch Sort Code

Name and full postal address of your Bank or Building society

Form for Name and full postal address of your Bank or Building society

Instruction to your Bank or Building Society to pay by Direct Debit

Originators Identification Number

Form for Originators Identification Number (8 5 2 2 7 3)

Reference Number

Form for Reference Number (C T)

FOR K.M.B.C & CUSTOMER USE ONLY

This is not part of the instruction to your Bank or Building Society.

Address:
Post code

Please indicate your preferred instalment date, (tick one box)

Form for preferred instalment date (5th, 15th, 24th, End of month)

If not indicated otherwise, I shall claim on the 5th.

Instruction to your Bank or Building Society

Please pay Knowsley Borough Council Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee.

I understand that this instruction may remain with Knowsley Borough Council and, if so, details will be passed electronically to my Bank / Building Society.

Form for Signature(s) and Date

Banks and Building Societies may not accept Direct Debit Instructions for some types of account



This Guarantee should be detached and retained by the payer.



The Direct Debit Guarantee

- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit scheme.
If the amounts to be paid or the payment date changes, Knowsley Council will notify you within 10 working days in advance of your account being debited or as otherwise agreed.
If an error is made by Knowsley Council or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of the letter to us.

CDDINST



The Council has set a budget for 2004/05 which seeks to strike a balance between an affordable level of Council Tax and the need to invest in and improve the key services that the Council provides. This approach enables the Authority to spend more money on priority service areas while continuing to have the lowest Council Tax on Merseyside. In 2004/05 the Council Tax for a Band "A" property (which is the relevant property band for the majority of households in Knowsley) will be £752.34 (including the Police and Fire precepts but excluding Parish Councils). This is an increase of 3.2% or 44p per week over last year's level.

As a Council that prides itself in providing value for money services that are appreciated by our communities, we try to ensure that all monies raised, whether through the Council Tax or other sources, are targeted precisely, spent effectively and produce performance that is continually improving. Some key information about our performance is set out in the Best Value Performance Report on pages 5 to 7 of this booklet.

Through effective financial planning and improved links between performance and spending, the Council has been able to invest in all its priority areas as part of the 2004/05 Budget.

Knowsley's increase in funding for schools meets the Government's passporting requirement and ensures every school in Knowsley will get a minimum increase of 4% per pupil. In addition, the Health and Social Care Portfolio will receive an extra £1.4m to maintain the three star services that Knowsley provides to its most vulnerable residents.

Money has been allocated through the Neighbourhood Renewal Fund to allow Neighbourhood Wardens to be rolled out across the whole Borough during 2004/05, and additional resources have been allocated to improve the standard of cleanliness to assist in Knowsley's aim to be the Cleanest Urban Borough.

Further details of the Council's budget are shown on pages 2 to 4 of this booklet, including the impact that the budget has on your Council Tax. Pages 17 to 25 of this booklet explain how your Council Tax Demand has been calculated. Subject to your circumstances, you may be entitled to Council Tax Benefit, which would reduce the amount you have to pay. In some instances, the reduction can be a full 100% of the Council Tax Demand. If you need assistance or advice with regard to benefits, please contact staff at the One Stop Shops or Contact Centre listed on page 25 of this booklet.

STEVE HOUSTON

Director of Finance & Information Society Technologies



For the financial year 2004/05, the Council has set a budget that seeks to strike a balance between an affordable level of Council Tax and the need to invest in the key services that the Council provides. Through effective financial planning and improved links between performance and spending, the Council's 2004/05 expenditure plan will be delivered at a Council Tax increase of 2.5% which is one of the lowest increases in the Country.

Within this increase, the Council has had to contain the impact of some major expenditure commitments including:

- Pay Awards, Superannuation and National Insurance increases
- The effect of increased demand for our services
- The costs of legislative changes that must be implemented by the Council
- Levy increases which are 2 and 3 times the rate of inflation

As well as this, the key improvements that the Council's budget will enable it to deliver include:

- every School in Knowsley will get a minimum increase of 4% per pupil – a total investment of over £2m
- an extra £1.4m to maintain the three star Health and Social Care services that Knowsley provides to its most vulnerable residents
- a further £1.6m will be used to improve the performance and efficiency of services throughout the year, including through the implementation of electronic government initiatives
- the Customer Contact Centre will receive additional investment of £0.250m
- an extra £0.4m for major new recycling initiatives across the Borough

The Council's budget also supports a number of other funding streams. The Council will spend in excess of £9m during 2004/05 on additional Neighbourhood Renewal Funding in the most deprived areas in the Borough, including £2.6m on the roll-out of Neighbourhood Wardens across the whole Borough, and £0.5m on improving the standard of cleanliness to assist in Knowsley's aim to be the Cleanest Urban Borough. There will also be £0.150m available to help implement our "Schools for the Future" investment programme, which is receiving government support of up to £190m.

The budget also includes the interest and debt charges on the money that the Council borrows to pay for its capital programme. For 2004/05, the programme will result in over £30m being invested in Council facilities.

The Police and Fire precepts have increased by 8.5% and 4.9% respectively, and when added to Knowsley's increase, give an overall increase in Council Tax bills of 3.2%. The overall Council Tax for 2004/05 is £752.34 (excluding Parish Councils) at Band "A", which is the relevant band for the majority of households in Knowsley. As always, the Council will strive to maximise the funds available for service provision by committing itself to collecting the Council Tax in full.

Budget and Performance Report 2004/05
Knowsley's Revenue Budget 2004-05
 (includes Police & Fire Precepts)



	2004/05 Gross Expenditure £m	2004/05 Income £m	2004/05 Net Expenditure £m	2003/04 Net Expenditure £m
PORTFOLIO REQUIREMENTS				
Regeneration and Development	20.192	-8.903	11.289	12.003
Education and Lifelong Learning	117.219	-25.962	91.257	91.156
Finance and Information Society Technologies	22.086	-12.343	9.743	5.309
Corporate and Customer Services	11.167	-1.879	9.288	8.475
Community Safety and Social Inclusion	6.787	-5.537	1.250	0.956
Leaders Portfolio	3.316	-1.816	1.500	1.456
Environment and Operational Services	12.898	-5.014	7.884	8.047
Leisure, Community and Culture	16.536	-5.585	10.951	11.776
Health and Social Care	67.086	-25.949	41.137	37.444
Total Portfolio Requirements	227.287	-92.988	184.299	176.622
PROVISIONS AND OTHER BUDGETS				
Capital Financing Costs			10.221	10.567
Provisions and Reserves for Inflation and Other Contingencies			8.667	6.255
Efficiency Plan Cash Savings			-0.525	-0.500
Performance Improvement Fund			0.821	0.600
Total			19.184	16.922
COST OF SERVICES PROVIDED DIRECTLY BY THIS COUNCIL			203.483	193.544
SERVICES PROVIDED BY OTHER BODIES FOR WHICH THIS COUNCIL IS CHARGED				
Coroners Service			0.169	0.120
Flood Defence			0.050	0.551
Waste Disposal			3.748	3.437
Passenger Transport			10.394	9.867
Total			14.361	13.975
KNOWSLEY COUNCIL'S TOTAL BUDGET REQUIREMENT			217.844	207.519
FUNDING RECEIVED BY THE COUNCIL				
Revenue Support Grant			-136.069	-124.616
Business Rates			-42.143	-44.055
Total			-178.212	-168.671
AMOUNT OF KNOWSLEY COUNCIL'S BUDGET TO BE FUNDED FROM COUNCIL TAX			39.632	38.848
POLICE PRECEPT			4.518	4.184
FIRE AND CIVIL DEFENCE PRECEPT			2.133	2.044
			6.651	6.228
TOTAL AMOUNT TO BE FUNDED FROM COUNCIL TAX			46.283	45.076

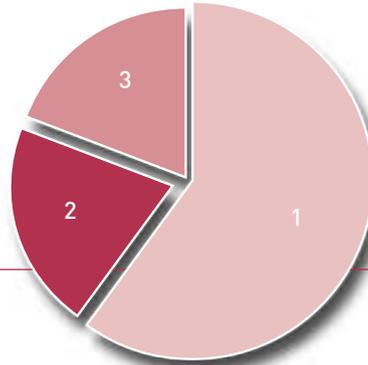
COUNCIL TAX BILLS	Knowsley Council	Police	Fire & Civil Defence	TOTAL
Amount per "Band A" property				
2003/04 (£)	628.50	67.69	33.06	729.25
2004/05 (£)	644.22	73.45	34.67	752.34
Increase (%)	2.5%	8.5%	4.9%	3.2%



Knowsley's Revenue Budget 2004/05

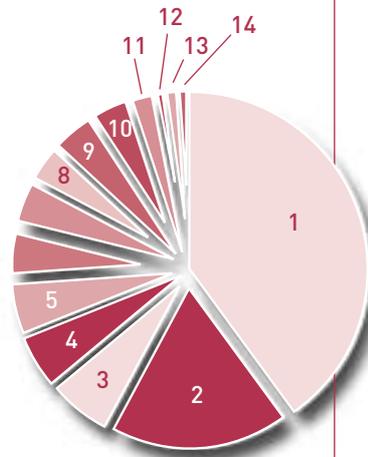
Where the Council gets its money from

- 1 - Revenue Support Grant
£136.069m
- 2 - Council Tax
£46.283m
- 3 - Business Rates
£42.143m
- Total: £224.495m**



How the Council spends its money

- 1 - Education & Lifelong Learning
£91.257m
- 2 - Health & Social Care
£41.137m
- 3 - Levies
£14.361m
- 4 - Regeneration & Development
£11.289m
- 5 - Leisure, Community & Culture
£10.951m
- 6 - Capital Financing Costs
£10.221m
- 7 - Finance & Information Society Technologies
£9.743m
- 8 - Corporate & Customer Services
£9.288m
- 9 - Funds for Inflation & Contingencies
£8.963m
- 10 - Environment & Operational Services
£7.884m
- 11 - Police
£4.518m
- 12 - Fire
£2.133m
- 13 - Leader's Portfolio
£1.500m
- 14 - Community Safety & Social Inclusion
£1.250m
- Total: £224.495m**



Budget and Performance Report 2004/05

Best Value Performance Report



As a Council that prides itself in providing value for money services that are appreciated by our communities, we try to ensure that all monies raised, whether through the council tax or other sources, are targeted precisely, spent effectively and produce performance that is continually improving.

In this section of the Budget and Performance Report we set out some of the key information concerning our performance during 2003/04, performance that is helping us to achieve our overall vision:

“ To be an excellent council – improving people’s lives”

This vision ensures that we stay focused on the needs of our communities and by carefully monitoring our actions, allows us to concentrate our effort on what needs to be achieved.

However, the Council does not achieve this alone. We rely on strong working relationships with our partners, such as the Police, Health and indeed the community itself in helping to make Knowsley a better place.

Our Vision is supported by a set of Council Priorities that focus on the services you receive.

The following summary information on our performance is therefore set against each of these priorities over the following pages.

For full details regarding all aspects of our performance, as well as information about our achievements and future commitments, please read our annual Best Value Performance Plan, that will be made available to the public at the end of June 2004.

PERFORMANCE IN THE PRIORITY AREAS

Putting People First

- We now employ more disabled people and people from minority ethnic communities than ever before. Through the establishment of key staff posts covering Equality and Diversity, we expect these figures to increase further over the coming years
- 70% of people have said they are satisfied with the way we communicate with our customers
- 75% of you have told us that you are satisfied with the overall service the Council provides. Our aim is to improve on this year on year.



Achievement and Learning for All

- There has been a 4% increase in pupils gaining 5 or more GCSEs at grades A*-C from 30.1% to 34.1% - an improvement rate of 4 times the national rate of improvement. This is building on a 6% improvement in the previous two years
- Primary school performance is improving faster than the national average
- A unique approach to education for 14-19 year olds, with the introduction of a "14-19 Collegiate" is raising levels of attainment and encouraging more young people to stay in education and training.

Safe, Clean, Vibrant Neighbourhoods

- Four new Neighbourhood Warden schemes have been introduced, leading to dramatic reductions in crime and disorder:
 - 22% reduction in incidents of anti-social behaviour
 - 12% reduction in violent crime
 - 25% reduction in robberies
 - 6% reduction in burglaries
- We have improved the percentage of roads achieving an acceptable standard of cleanliness from 50% to 84%
- We have been awarded six National Green Flag Awards – one of the best performances in the country. These awards recognise quality of local parks and public open spaces.

Better Health and Healthy Living

- People in Knowsley are living longer. Life expectancy is increasing for both men and women
- Deaths from coronary heart disease and breast cancer have been significantly reduced and we have exceeded our targets for smoking cessation by up to 100%
- We opened a brand new 3 storey building in Huyton, which acts as headquarters for integrated health and social care service. For the first time residents can now access social services and other care agency services under one roof.

Budget and Performance Report 2004/05

Best Value Performance Report



Better Work and Leisure Opportunities for Everyone

- A recent fall in benefit claimant rates during September 2003 places Knowsley in the UK's top 10 performing areas
- We have the fastest growth in employment rates on Merseyside. Since 1998, employment has increased from 52% to 66.6%
- The Government has recognised our achievements in this field by awarding us Beacon status for 'Fostering Business Growth' in 2002 and 'Removing Barriers to Work' in 2003
- Two brand new leisure developments have opened in Halewood and Huyton with a total investment of £11m. There is also a commitment to invest £9m in leisure provision in Kirkby.

Excellent Accessible Services

- Our Benefit service has significantly improved performance yet again. The time taken to process a benefit claim has dropped from an average of 128 days in June 2002, to 47 days in September 2003
- Since December 2002 over 250 new electronic services have been made available online, increasing accessibility for customers
- We have increased disabled access to our public buildings by over 30%
- The speed at which we process planning applications puts us amongst the top 25% performing Councils nationally.



Charges and Levies

Charges and Levies

These relate to amounts on your bill which Knowsley is required to pay to other organisations which provide services to Merseyside residents.

Coroners Service

The day to day cost of running the Coroners Service is estimated at £0.578m for 2004/05. This is apportioned between the Councils of Knowsley, Sefton, and St. Helens on the basis of population. Knowsley has budgeted for a charge to the Council of £0.169m compared to £0.120m in 2003/04 subject to final confirmation from the Coroners Service.

Flood Defence

The Environment Agency carries out work to build, maintain and operate flood defences. It also oversees work carried out by others that affects flood defences and the floodplains. The Agency monitors rainfall and river levels 24 hours a day; providing warning of potential flooding to the public, the emergency services and to local authorities. In the North West the Agency maintains about 6,000 kilometres of main rivers and more than 200km of sea and estuary defences. In 2004/05 the Agency will continue to increase investment in capital schemes and flood warning. Following a review of Flood Defence funding the service is now financed primarily by grant from the Government with a limited amount raised by a levy on Local Authorities.

ENVIRONMENT AGENCY REVENUE BUDGET 2004/05

	2003/04 Estimate £m	2004/05 Estimate £m
Revenue spend (after receipt of income)	20.510	19.350
Capital spend	12.000	14.200
Transfer to (from) balances	<u>0.298</u>	<u>(1.208)</u>
Total funding requirement	32.808	32.342
(Less Government funding)	<u>(4.185)</u>	<u>(29.705)</u>
Levy requirement	28.623	2.637

The levy requirement is apportioned between authorities in the North West on the basis of the number of Band 'D' properties. The charge to Knowsley for 2004/05 is £0.050m compared to £0.551m in 2003/04.

Merseyside Waste Disposal Authority

The Merseyside Waste Disposal Authority arranges for the disposal of household and commercial waste collected by your council and also provides Waste Reception Centres for local residents to dispose of or recycle their own waste.

The Authority produces a Best Value Performance Plan (BVPP) each year. This sets out the principal objectives of the Authority and details current performance, future targets



and how services will be reviewed. A copy of the BVPP 2004/05 will be available from the Authority from 30th June 2004. The Authority anticipates that it will meet 2003/04 recycling targets which had been set by the government. In the coming year, the Authority will continue to work with your council to develop short and long term waste management options to meet future performance targets.

The following performance indicators and targets are of particular importance:

	Target 2002/03	Actual 2002/03	Target 2003/04	Estimate 2003/04	Target 2004/05
Total tonnage of household waste arisings - percentage recycled	7.34%	5.85%	7.50%	7.50%	9.00%
Total tonnage of household waste arisings - percentage composted	2.61%	2.78%	4.50%	4.50%	6.00%
Cost of waste disposal per tonne for municipal waste	£34.88	£33.63	£35.80	£35.80	£36.55
Total tonnage of waste deposited at WRC's - percentage recycled (excluding rubble)	19.45%	16.23%	21.40%	22.50%	31.90%

The need to improve recycling performance and attain greater diversion from landfill requires investment in new operational arrangements. This, together with continued increases in waste generation and in Landfill Tax rates, has a direct effect on the Authority's budget.

MERSEYSIDE WASTE DISPOSAL AUTHORITY REVENUE BUDGET 2004/05

	2003/04 £m	2004/05 £m
Operational and Other Costs	25.4	27.6
Landfill Tax	11.2	11.9
Total Expenditure	36.6	39.5
Less: Income	(1.3)	(1.1)
Net Expenditure	35.3	38.4
Authority Balances Used	(1.5)	-
The Levy	33.8	38.4

The Authority's Levy is financed by the five Merseyside District Councils, apportioned on their respective Council Tax Bases. The Levy for Knowsley is £3.748m compared to £3.347m in 2003/04.

The Authority's contact details are:

Merseyside Waste Disposal Authority,
6th Floor, North House, 17 North John Street, Liverpool L2 5QY.
Tel: 0151 255 1444 Fax: 0151 227 1848 E-mail: enquiries@merseysidewda.gov.uk



The Authority's Levy on District Councils in 2004/05 has increased by a total of £4.464m compared with the previous year. Although the increase averages 5.0%, it ranges from 5.6% to 4.4% for individual District Councils due to changes in the local population base used to apportion the Levy.

The Levy rise reflects inflation, and additional financing and operating costs in respect of a variety of new capital projects undertaken in partnership with District Councils and other organisations as part of Merseyside's Local Transport Plan.

Merseytravel has partially accommodated the extra costs by a package of savings and the full use of working balances. Scope has been found within the Budget for a small volume of operating improvements, funded by a more effective deployment of resources.

The Levy rise complies with a strategic objective of the Authority and has been the subject of consultations with the District Councils. The increase will enable the Authority to continue its initiatives to improve public transport facilities throughout Merseyside.

Budget and Performance Report 2004/05

Merseyside Passenger Transport Authority



MERSEYSIDE PASSENGER TRANSPORT AUTHORITY REVENUE BUDGET 2004/05

	Gross Expend £m	Service Income £m	Grants/ Balances £m	Net Levy £m
Bus Services	28.513	8.514	2.016	17.983
Rail Services	114.229	28.446	85.783	-
Travel Concessions	63.956	23.610	-	40.346
Facilities & Promotion	14.522	3.006	-	11.516
Corporate Policy & Planning	10.363	4.353	-	6.010
Support Services	3.845	3.845	-	-
Funds Management	22.004	1.169	2.224	18.611
Mersey Ferries	5.212	2.968	-	2.244
Mersey Tunnels	30.801	33.764	-	(2.963)
Internal Recharges	(13.106)	(13.106)	-	-
Total Spending	280.339	96.569	90.023	93.747
Levy on District Councils	2003/04 Levy £m	Pay/Price Increases £m	Other Changes £m	2004/05 Levy £m
Knowsley	9.867	0.272	0.255	10.394
Liverpool	28.800	0.794	0.817	30.411
St. Helens	11.595	0.319	0.257	12.171
Sefton	18.549	0.511	0.344	19.404
Wirral	20.472	0.564	0.331	21.367
Total	89.283	2.460	2.004	93.747

Notes:

1. Staffing:
Merseytravel currently has a total permanent establishment of 883, which is expected to increase by 5 (self-financing) posts during 2004/05.
2. Capital Programme
Expenditure on capital projects in 2004/05 is estimated at £68.886m to be financed by borrowing £34.559m, grants £7.073m, partner contributions £11.892m, reserves £6.929m and toll income £8.433m.

J. D. WILKINSON

Director of Resources

Merseyside Passenger Transport Authority and Executive (Merseytravel)

24 Hatton Garden, Liverpool, L3 2AN.

Telephone: 0151 227 5181



The Police Authority has set a Net Budget Requirement for 2004/05 at £294.866m. The precept, which provides the balance of funding not covered by Government Grant, is set at £46.241m equivalent to £73.45 at Band A and £110.17 at Band D, an increase of 8.5% (£5.75 p.a. at Band A or equivalent to £0.11 per week; £8.63 p.a. at Band D or equivalent to £0.16 per week) over the current year's level.

The headline settlement figure for support to the Police Service in 2004/05 is an increase of 4.2%. However, once account is taken of increases in Specific Grant funding and centrally provided services, the average increase given directly to Police Authorities is 3.25%. This increase for Merseyside is insufficient to meet the needs of inflation, particularly pay and pensions, committed growth and the continued cost of the Police Reform programme, before considering any of the development items outlined below.

In October 2003 the Authority approved a policy to increase Police Officer numbers in the Neighbourhoods. This budget commences this policy with an extra 250 Neighbourhood Police Officers (100 redeployed and 150 new posts). In addition, the budget seeks to address the concerns aired by both Members and the general public regarding calls and response and it also allows for the funding of essential service requirements identified by the Chief Constable.

To enable a balanced budget to be achieved, the Chief Constable has identified savings of some £4.3m, which are part of the Forces requirement to achieve a minimum of 2% year on year improvements in efficiency. In addition, the Authority has secured specific grants of £20.6m from the Government and has also approved a number of financing measures to fund the budget. These measures include reducing the extent to which the Capital Programme is funded from the Revenue Budget, for example taking advantage of the removal of borrowing restrictions by the Government and the utilisation of Reserves. This, together with the precept increase, will enable the Chief Constable to both preserve core services and invest in service developments.

This level of investment will enable the Authority to build upon the performance improvements that have been experienced in recent years. This will be translated into improved performance targets across a wide range of services and activities and will be fully reflected in 2004/05 Annual Policing Plan, which will be available from the Authority's and the Force's web site from 31st March 2004 and in due course from other information points. The Authority will also continue to seek improvements in Government funding to ensure that the policing needs of a unique urban area such as Merseyside are fully recognised.

Knowsley's contribution to total precept requirements is £4.518m compared to £4.184m in 2003/04.

STEVE HOUSTON

Treasurer

Merseyside Police Authority
PO Box 101a, West House, Mercury Court, Liverpool
Telephone: 0151 236 4748

Budget and Performance Report 2004/05
Merseyside Police Authority Precept

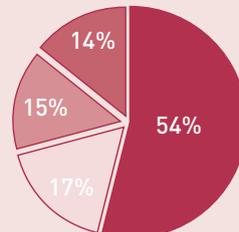


**MERSEYSIDE POLICE AUTHORITY
 REVENUE BUDGET 2004/05**

2003/04 £m		2004/05 £m	
320.473	GROSS EXPENDITURE	337.559	
(14.326)	Gross Income	(14.511)	
(19.149)	Specific Government Grants	(20.622)	
286.998	NET OPERATING REQUIREMENT	302.426	
(4.135)	Use of Provisions, Reserves & General Balances	(7.560)	
282.863	NET BUDGET REQUIREMENT	294.866	
			%
(134.477)	Less: Police General Grant	(135.220)	45.8
(86.617)	Revenue Support Grant	(94.642)	32.1
(19.436)	Business Rate Income	(18.536)	6.3
(0.081)	Surplus on Collection Fund	(0.227)	0.1
42.252	PRECEPT REQUIREMENT	46.241	15.7

ANALYSIS OF BUDGETED GROSS EXPENDITURE IN 2004/05

Police Pay	54%
Police Pensions	17%
Support Staff Pay	15%
Other Expenditure	14%
Total	100%



HOW SPENDING HAS CHANGED

	2004/05 £m
NET BUDGET REQUIREMENT 2003/04	282.863
Inflation & Pay Awards	8.981
Police Reform	0.901
Police Pensions	1.701
Committed and Approved Growth	4.473
Use of Provisions and Balances in 2003/04	1.196
Decrease in direct grant aided expenditure	(0.449)
Policy Improvements:	
- Additional Police Officers	3.578
- Calls and Response	1.087
- Other Essential Developments	1.074
Savings	(4.345)
Financing Measures	(4.721)
Additional Specific Grants	(1.473)
NET BUDGET REQUIREMENT 2004/05	294.866



Merseyside Fire and Civil Defence Authority Precept

The Authority has set a budget of £73.576m for 2004/05. This represents an increase of £3.9m or 5.6% compared to the budget for 2003/04.

This Increase is because of:

Forecast Impact of Pay and Prices Increases		£3.8m
Unavoidable Expenditure Increases		
Increasing Pension Costs	£0.6m	
Provision for Building Investment/PFI Project	£0.2m	
Other Unavoidable Issues	<u>£0.3m</u>	£1.1m
Contributions to Reserves		£0.4m
Efficiency Savings		
Restructure and Efficiency Savings		<u>(£1.4m)</u>
		<u>£3.9m</u>

The Fire Service is going through its biggest change in over 30 years. The basis for providing fire response cover has fundamentally changed from being based upon response times. Fire Services are now required to prepare and plan their service delivery on the basis of risk assessment. The Authority has prepared its draft plan for service delivery under the new regime – The Integrated Risk Management Plan – this document will determine the future strategic direction for the Authority. (Available on website www.merseyfire.gov.uk).

The Authority budget makes significant provision for the Authority’s world leading Community Fire Safety Work

- Carrying out Home Fire Risk Assessments
- Fitting Free Smoke Alarms
- Bilingual Fire Safety Advocates
- Community Work with the most vulnerable to fire
- Working with young people to reduce fire-setting

This work has already successfully reduced the incidence of death and injury from fire in Merseyside.

**To get a Home Fire Risk Assessment ring Fire Service Direct 0800 731 5958 Free.
(Visit our website www.merseyfire.gov.uk or call your Community Fire station)**

The formula the Government uses for awarding grant is based on Formula Spending Shares (FSS). Merseyside’s FSS was £63.051m for 2004/05. The Government Support we received was £50.712m an increase of 3.5%. This compares to the increase in fire-fighters pay costs of 11% in 2004/05. (Uniformed staff pay makes up 56% of costs). In recognition of this pressure the Government has provided transitional funding of £0.927m. This is expected to be paid back in 2005/06.

The Authority has issued a precept on the five Merseyside District Councils of £21.826m, which is equivalent to a Council Tax of £52.00 for a Band D property. This is an increase of 4.86% compared to the 2003/04 Band D Council Tax of £49.59. Knowsley’s contribution to expenditure financed by precept is £2.133m, which represents 10% of the total precept.

Budget and Performance Report 2004/05
**Merseyside Fire and Civil Defence
 Authority Precept**



**MERSEYSIDE FIRE AND CIVIL DEFENCE
 REVENUE BUDGET 2004/05**

2003/04 Estimate £m		2004/05 Estimate £m	Per head of population £
74.818	Total Expenditure	78.836	
- 5.193	Less Income	- 5.710	
69.625	NET EXPENDITURE	73.126	
0.044	Contribution (from) / to Reserves	0.450	
69.669	BUDGET REQUIREMENT	73.576	54.06
- 35.176	Revenue Support Grant	- 37.530	- 27.57
- 13.821	Non-Domestic Rates	- 13.182	- 9.69
0	Transitional Funding	- 0.927	- 0.68
- 0.036	Collection Fund Surpluses	- 0.111	- 0.08
20.636	PRECEPT REQUIREMENT	21.826	16.04

WHERE IS THE MONEY SPENT (Analysis of Net Expenditure)

2003/04 £m		2004/05 (Estimate) £m
4.938	Community Fire Safety	5.293
48.604	Fire Fighting and Rescue	50.941
15.075	Fire Fighters Pensions	15.802
0.530	Emergency Planning	0.545
0.478	Corporate and Democratic Core	0.545
69.625	NET EXPENDITURE	73.126

Contact Us:

The Authority values the opinions of the people it serves. If you wish to comment about the services of the Fire Authority contact Fire Service Headquarters on 0151 296 4000.

KIERAN TIMMINS CPFA
 Director of Finance

Fire Service Headquarters
 Bridle Road, Bootle, Liverpool L30 4YD
 Telephone: 0151 296 4202 Fax: 0151 296 4224
 Email: kierantimmins@merseyfire.gov.uk



Parish Councils

The six Parish Councils within the Knowsley Borough 'precept' for their own budget requirements. If you live in a Parish you will contribute according to your property valuation the fourth element shown on your account. A summary of the Parish precepts is shown at page 18.

The estimated gross expenditure for those Parishes/Town Councils issuing a precept in excess of £100,000 is:

	2003/04	2004/05
	£m	£m
Halewood	0.350	0.367
Whiston	0.198	0.206
Knowsley	0.232	0.269
Prescot	0.438	0.373

Halewood: The Town Council continues to operate their two Community Centres at the Arncliffe Centre, and Hollies Hall, and is responsible for most of the Public Open Spaces, (including football pitches and playgrounds) in the Township. It also maintains an overview of a number of facets of life in the Parish, and as a Quality Status seeking local council, contributes to environmental, planning and highway issues, as well as inter-agency liaison. The Town Council has continued to invest in a number of capital initiatives, but has restricted the precept increase in 2004/5 to 2%, well below the rate of inflation.

Whiston: The Town Council has been able to keep the precept to an acceptable level whilst continuing to support projects including upgrading the public address system and providing a loop system in the Centres operated by the Council for people who are deaf and hard of hearing. The three Community Centres operated by the Council (Whiston Town Hall, Lickers Lane and Robert Foulkes Centre) are being used extensively which is reflected in an increase in income. In 2003/04 over 66,5000 people have used the Centres.

Knowsley: The Council has had to increase the precept more than it would have liked due to a fall in the tax base of 2.01% as a result of properties being demolished in the Hillside area of the parish. The Council continues to improve its facilities and will shortly be undertaking a full review of its service provision with a view to reducing operational cost wherever possible. The Council continues to strengthen its working partnerships with other organisations in order to secure additional services and resources for the residents of the parish.

Prescot: The Town Council has been able to keep the precept to a minimum whilst continuing to substantially support the ongoing maintenance and running costs of Prescot Leisure Centre. Not only do the Town Council fund and manage the Leisure Centre but they also manage the sports and play facilities at King George Vth Playing Field, Wood Lane and a playground, pitch and putt and bowling green at Eaton Street. The Town Council are also for funding and providing the excellent Town Carnival which takes place each year in June.

Council Tax Demand Notice Explanatory Notes



THE FOLLOWING NOTES FORM PART OF YOUR COUNCIL TAX DEMAND AND SHOULD BE READ CAREFULLY

Council Tax Valuation Bands

Most dwellings will be subject to Council Tax. There will be one bill per dwelling, whether it is a house, bungalow, flat, maisonette, mobile home or houseboat, and whether it is owned or rented.

Each dwelling has been allocated to one of eight bands according to its open market capital value at 1 April 1991:

Valuation Band	Range of values
A	Up to and including £40,000
B	£40,001 - £52,000
C	£52,001 - £68,000
D	£68,001 - £88,000
E	£88,001 - £120,000
F	£120,001 - £160,000
G	£160,001 - £320,000
H	More than £320,000

Your Council Tax bill states which band applies to your dwelling. Valuations have been completed by the District Valuer (address given on page 26).

Your Council Tax Account

The account you have received includes a charge for at least three services:

- Knowsley Services - pages 2 to 11
- Police - pages 12 to 13
- Fire and Civil Defence - pages 14 to 15

Some parts of the Borough fall within one of six Parish/Town Councils. These are discussed on page 18.



Council Tax Demand Notice Explanatory Notes

The actual amount billed will vary dependant upon which of the eight valuation bands has been allocated to your dwelling, as follows:

	Net Require- ment £m	Property Bands								% Change
		A £	B £	C £	D £	E £	F £	G £	H £	
Knowsley	39.632	644.22	751.59	858.96	966.33	1181.07	1395.81	1610.55	1932.66	2.5%
Police	4.518	73.45	85.69	97.93	110.17	134.65	159.13	183.62	220.34	8.5%
Fire & Civil Defence	2.133	34.67	40.44	46.22	52.00	63.56	75.11	86.67	104.00	4.9%
TOTALS	46.283	752.34	877.72	1003.11	1128.50	1379.28	1630.05	1880.84	2257.00	3.2%

In addition residents who live in parishes will have to contribute towards the cost of their Parish Council. These additional costs are as follows:

	Total Precept £m	Property Bands								% Change
		A £	B £	C £	D £	E £	F £	G £	H £	
Cronton	0.009	11.94	13.93	15.92	17.91	21.89	25.87	29.85	35.82	-2.5%
Halewood	0.286	33.16	38.69	44.21	49.74	60.79	71.85	82.90	99.48	2.0%
Knowsley	0.255	53.31	62.20	71.08	79.97	97.74	115.51	133.28	159.94	17.6%
Prescot	0.168	34.65	40.43	46.20	51.98	63.53	75.08	86.63	103.96	7.4%
Tarbock	0.004	3.39	3.96	4.52	5.09	6.22	7.35	8.48	10.18	-0.7%
Whiston	0.181	32.51	37.92	43.34	48.76	59.60	70.43	81.27	97.52	2.0%
Total Parish	0.903									



Exempt Dwellings

There are certain classes of dwellings that are exempt from Council Tax. They are:

- **Unoccupied Categories**

- an unoccupied and unfurnished dwelling that has been so for less than 6 months. (Class C)
- an unoccupied dwelling that requires or is undergoing structural alteration or major repair work to make it habitable; or such alterations or works have been completed for less than 6 months. Following legislative changes, from April 2000 this exemption is time limited to a maximum of 12 months. Those properties which have been exempt under this class for 12 months or more at 1st April 2000, will now be subject to a 50% charge. (Class A)
- a dwelling that has been unoccupied for up to 6 months and is owned by a charity. (Class B)
- an unoccupied dwelling left empty by a person who has gone to prison (except those in prison for non payment of Council Tax or a fine). (Class D)
- an unoccupied dwelling left empty by a person who is now resident in a hospital or a nursing home. (Class E)
- an unoccupied dwelling where the last occupier has died and the personal representative is waiting for a grant of probate or letters of administration or less than 6 months have elapsed since such a grant was made. (Class F)
- a dwelling, the occupation of which is prohibited by law. (Class G)
- an unoccupied dwelling waiting to be occupied by a minister of religion. (Class H)
- an unoccupied dwelling where a person has moved out to receive personal care. (Class I)
- an unoccupied dwelling where a person has moved to provide personal care to another person. (Class J)
- an unoccupied dwelling which was last occupied solely by students. (Class K)
- an unoccupied dwelling which has been repossessed by a mortgagee. (Class L)
- an unoccupied dwelling that forms part of another dwelling and which may not be let separately. (Class T)
- an unoccupied dwelling which is the responsibility of a bankrupt's trustee. (Class Q)
- an unoccupied caravan pitch or boat mooring. (Class R)



- **Occupied Categories**

- a hall of residence provided predominantly for students. (Class M)
- a dwelling wholly occupied by students. (Class N)
- forces barracks, married quarters and accommodation for visiting forces. (Classes O and P)
- a dwelling occupied only by a person or persons under the age of 18. (Class S)
- a dwelling occupied by a severely mentally impaired person or persons. (Class U)
- a dwelling occupied only by diplomats or their non British spouse. (Class V)
- a dwelling that is a separate unit within a property and is occupied by a dependant relative of the tax payer of that property. (Class W)

If you consider that your property falls into one of the above categories and should be exempt, please contact the Council Tax Office for an application form.

Discounts

Single Person and Unoccupied Property Discounts

Your Council Tax bill comprises two elements, 50% property element and 50% personal element. A full Council Tax bill assumes that there are at least two qualifying adults resident in the household.

Where only one adult lives in a dwelling, and it is their main or sole residence, the Council Tax bill is reduced by 25%, this is known as single person discount.

If a dwelling is no-one's main residence, then the owner is entitled to a 50% discount. This can apply to empty and unoccupied dwellings and second homes.

Status Discounts (Disregards)

Certain people will not be counted when looking at the number of adults resident in a dwelling. This means that it is possible to qualify for a discount where there are two or more adult residents.

These disregarded adults can be classified as follows:

- full time students, student nurses, apprentices and Youth Training trainees.
- patients resident in hospital.
- people who are being looked after in care homes.
- people who are mentally impaired.

Council Tax Demand Notice Explanatory Notes



- people staying in certain hostels and night shelters.
- 18 and 19 year olds who are at or who have just left school after completing a qualifying course of education.
- careworkers working for low pay, usually for charities.
- people caring for someone with a disability who is not a spouse, partner or child under 18.
- members of visiting forces and certain international institutions.
- members of religious communities (monks and nuns).
- people in prison (except those in prison for non-payment of Council Tax or a fine).
- spouses of students who are not of British citizenship and who are prevented by the terms of their stay in the United Kingdom from taking paid employment or from claiming benefit.
- Diplomats and their non British spouse.

If you think you may be entitled to a discount and none is shown on your bill, please make your application in writing to the Council Tax Office.

If your bill has been reduced by a discount, the code adjacent to the discount on your bill will indicate which of the following circumstances apply:

25% discount single occupancy - one adult occupier only **or** two or more occupiers but only one person is not disregarded.

50% discount zero occupancy - property which has been empty more than six months **or** is no ones sole or main residence **or** where all occupiers are disregarded.

50% discount second home - property is unoccupied but still furnished.

If your bill indicates that a discount has been allowed, you must tell the Council of any change of circumstances which affects your entitlement. If you fail to do so you may be required to pay a penalty.

People with Disabilities

If you or someone who lives with you, is disabled, you may qualify for a reduction in the amount of Council Tax payable. These reductions take the form of charging Council Tax at a rate one valuation band lower than the banding shown in the valuation list for the property concerned.



The person liable to pay the Council Tax is eligible for this reduction if the dwelling meets certain conditions. These are:

- a disabled person must be resident in the dwelling, **and**
- the dwelling contains a room **other than** a bathroom, kitchen or lavatory which is predominantly used by and is required for meeting the needs of the disabled person, **or**
- the dwelling contains an **additional** kitchen or bathroom which is required for meeting the needs of the disabled person, **or**
- there is sufficient floor space in the dwelling to permit the use of a wheelchair, and the disabled person needs the use of a wheelchair within the dwelling.

From April 2000, if you live in a Band A property, you may now qualify for reduction. The amount of the reduction in these cases will be 1/9th of the Band D charge for your area.

If you require more information or an application form for disabled reductions, please contact the Council Tax Office.

Benefits

You can get help with paying your Council Tax if you are in receipt of Income Support, Job Seekers Allowance or you have a low income. If you already receive Council Tax Benefit, this will be shown on your bill. If you wish to apply for Council Tax Benefit you must fill in a Council Tax Benefit application form (available from the One Stop Shops, see page 25 for details).

Council Tax Benefit like Housing Benefit is based on the circumstances of yourself and any partner, taken into account are:

- Money you and your partner have coming in, including earnings, some benefits, tax credits and things like occupational pensions. The figure used for earnings and pensions is that after any tax and national insurance that you pay have been taken off.
- Your savings and your partner's savings. If you are under 60 the first £3000 you have is ignored, if you are over 60 the first £6000 is ignored.
- Your circumstances, such as your age.
- The ages and size of your family, whether you or any of your family are disabled, and whether anyone who lives with you could help with the rent.

Check the table opposite to see if you may be entitled to council tax benefit.

Council Tax Demand Notice Explanatory Notes



	Weekly maximum eligible council tax							
	£11.00	£13.00	£16.00	£20.00	£24.00	£29.00	£35.00	£45.00
Your family	You can claim if your weekly assessable income is less than:							
Single person aged under 25	£96.55	£106.55	£121.55	£141.55	£161.55	£186.55	£216.55	£266.55
Single person aged 25 to 59	£108.15	£118.15	£133.15	£153.15	£173.15	£198.15	£228.15	£278.15
Single person aged 60 or over	£157.95	£167.95	£182.95	£202.95	£222.95	£247.95	£277.95	£327.95
Lone parent aged 18 to 59 with 1 child under 16	£166.37	£176.37	£191.37	£211.37	£231.37	£256.37	£286.37	£336.37
Lone parent aged 18 to 59 with 2 children under 16	£208.64	£218.64	£233.64	£253.64	£273.64	£298.64	£328.64	£378.64
Lone parent 18 to 59 with 3 children under 18	£250.91	£260.91	£275.91	£295.91	£315.91	£340.91	£370.91	£420.91
Couple, both aged under 60	£139.80	£149.80	£164.80	£184.80	£204.80	£229.80	£259.80	£309.80
Couple, both aged under 60 with 1 child under 16	£198.02	£208.02	£223.02	£243.02	£263.02	£288.02	£318.02	£368.02
Couple, both aged under 60 with 2 children under 16	£240.29	£250.29	£265.29	£285.29	£305.29	£330.29	£360.29	£410.29
Couple, both aged under 60 with 3 children under 16	£282.56	£292.56	£307.56	£327.56	£347.56	£372.56	£402.56	£452.56
Couple, at least one aged 60 or over	£213.45	£223.45	£238.45	£258.45	£278.45	£303.45	£333.45	£383.45
If you need more details or wish to claim please call in to any of the One Stop Shops for further assistance.								



Second Adult Rebate

Even if the Council Tax Payer does not qualify for benefit based on their own income, Benefit may be awarded on the basis of other people living in the dwelling. In order to qualify, the liable person has to be a single person (unless the claimant or partner is disregarded for discount purposes). The liable person must share the property on a non commercial basis with a person or persons who are getting Income Support, Job Seekers Allowance or have a low income. The income of the liable person is not relevant in this situation.

If you wish to apply for Second Adult Rebate, application forms are available in all One Stop Shops, (see page 25 for details).

Recovery Procedure

If you experience genuine difficulty in meeting your payments, you should contact the Council Tax Office as soon as possible rather than wait until recovery action has been taken. Every effort will be made to alleviate personal difficulties.

If however you do not meet your payments the following recovery procedure will take place:

- We will send you a reminder notice if you don't pay your Council Tax on time
- If you don't bring your payments up to date within 7 days you will lose your right to pay by instalments and, without further notice, after a further period of seven days, we will ask you to pay the full amount you owe for the year
- We will only send a maximum of 2 reminder notices in any financial year. If the payment is not brought up to date in accordance with the reminder notice or we do not hear from you, you will be sent a summons and this will incur costs and charges. Unless the summons is incorrectly served, we will not normally withdraw it
- At the court hearing, which you have a right to attend, we will apply for a Liability Order, which will give us additional powers to collect the money you owe
- We will notify you if we are granted a Liability Order and request that you complete a form about your financial position. Failure to complete this form could result in a maximum fine of £500 from the Magistrates Court
- Once we have obtained a liability order, we can deduct a set amount from your salary or wages. If you receive job seekers allowance or Income Support, we can ask the Department of Works & Pensions to deduct the money from your benefit

Council Tax Demand Notice Explanatory Notes



- If all other attempts to reach a payment arrangement fail, we will pass the debt to our bailiffs to collect. You will incur further costs and charges and if the bailiffs are unsuccessful, we can apply to the Magistrates Court for committal proceedings
- We can also commence proceedings to make you bankrupt or put a charging order on your property. These further courses of action will incur further costs and charges

Assistance with Council Tax or Benefit Enquiries

The One Stop Shops listed below will be pleased to assist personal or telephone callers with Council Tax enquiries or advice on how you may seek help under the Benefit Scheme.

		Telephone (Minicom)
Halewood:	Halewood One Stop Shop Raven Court, Leathers Lane	0151 443 2004 (0151 443 4444)
Huyton:	Huyton One Stop Shop Municipal Buildings, Archway Road	0151 443 3543 (0151 443 4444)
Kirkby:	Kirkby One Stop Shop Municipal Buildings, Cherryfield Drive	0151 443 4248 (0151 443 4444)
Prescot:	Prescot One Stop Shop Prescot Shopping Centre, Aspinall Street	0151 443 4676 (0151 443 4444)

For enquiries regarding Council services please ring 0151 489 6000.

Information on council tax exemptions, discounts and benefits can be found from page 17 onwards.



Appeals

Valuation Matters

There is no longer a general right of appeal against the valuation band allocated to your property.

The grounds for appeal against the banding of your property are:

- if you believe that the banding is incorrect because there has been a material increase or reduction in the dwellings value.
- if you start or stop using part of your dwelling for business purposes, or the balance between domestic and business elements change.
- if the Listing Officer has altered a list without a proposal having been made by a taxpayer.
- if you have become the new occupier of a property, you have six months to make an appeal, but only if the same appeal has not been previously lodged.

Making an appeal does not allow you to withhold payment of tax owing in the meantime. If your appeal is successful you will be entitled to a refund of any overpaid tax. Appeals should be addressed to:

The District Valuer and Valuation Officer, 72 Church Street, Liverpool, L1 3AY.
(Telephone: 0151 802 1000).

Non Valuation Matters

You may appeal against the Authority's decision that a dwelling is a chargeable dwelling, that you are the liable person for Council Tax, that a dwelling is or is not exempt or decisions made in respect of the granting of a discount, disability reduction or Council Tax Benefit.

In the first instance such appeals should be made in writing to the Director of Finance, Municipal Buildings, Cherryfield Drive, Kirkby, Knowsley, Merseyside, L32 1TX.

KNOWSLEY COUNCIL FRAUD HOTLINE



IT'S TIME TO POINT THE FINGER

Housing Benefit, Council Tax Benefit and Insurance Claim cheats – why should you meet the cost?

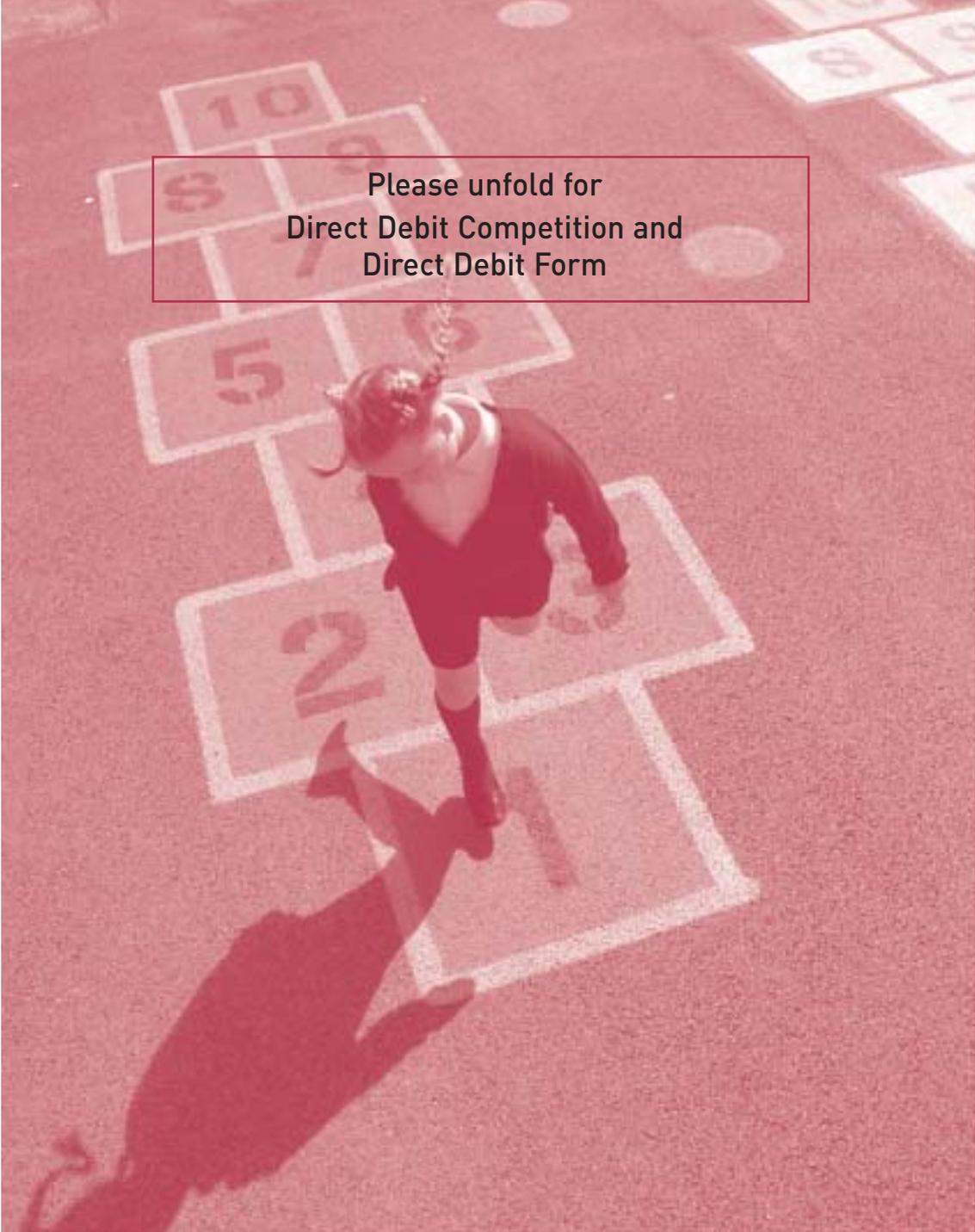
Knowsley MBC is committed to protecting your money.
Please ring the freephone number below to report in confidence
those who claim benefit that they are not entitled to.

0800 0730 532
24 hours a day, 7 days a week



Knowsley Council

KNOWing the value of excellent service



Please unfold for
Direct Debit Competition and
Direct Debit Form