

**REPORT TO: POLICY & RESOURCES COMMITTEE – 25 AUGUST 2008**

**REPORT ON: DUNDEE CITIZENS ADVICE BUREAU - FINANCIAL ASSISTANCE  
2008/2009**

**REPORT BY: DEPUTE CHIEF EXECUTIVE (FINANCE)**

**REPORT NO: 435-2008**

**1 PURPOSE OF REPORT**

- 1.1 To submit to the Committee a request for renewal of financial support to Dundee Citizens Advice Bureau for 2008/2009.

**2 RECOMMENDATIONS**

- 2.1 That the Committee approves a revenue grant for Dundee Citizens Advice Bureau of £110,000 for the financial year 2008/2009.

**3 FINANCIAL IMPLICATIONS**

- 3.1 Financial assistance of £110,000 towards the running costs of Dundee Citizens Advice Bureau can be met from specific provision within the Miscellaneous Services Revenue Budget 2008/2009.

**4 BACKGROUND**

- 4.1 Dundee Citizens Advice Bureau received grant assistance for many years from the previous local authorities Tayside Regional Council and the City of Dundee District Council.
- 4.2 Since local government reorganisation in 1996, Dundee City Council has continued to support Dundee Citizens Advice Bureau and has been requested to renew support for 2008/2009.
- 4.3 The City Council is one of the main sources of funding for the Bureau. The Depute Chief Executive (Finance) has discussed the 2008/2009 budget with the Bureau and would recommend grant assistance of £110,000 for the financial year 2008/2009. The proposed budget is detailed in the attached Appendix 1.
- 4.4 The City Council entered into a formal Funding Agreement with the Bureau. This agreement which is governed by the Code of Guidance on Funding External Bodies and Following the Public Pound will be monitored during 2008/2009.
- 4.5 The principal activity of the organisation, which is a limited company, is to provide information, advice and such practical assistance as is requested by individuals who consult the Bureau.
- 4.6 The Bureau is a general advice agency that provides tribunal representation at Employment, Social Security and Disability Appeals. The Bureau also actively participates in the Money Advice Partnership and works alongside Money Advice Support Team and the Social Work

Department, Welfare Rights Service, to provide additional money advice and debt counselling services across the city.

- 4.7 The Bureau relies on the services of volunteers and during the year provided basic, advanced and specialist training to these volunteers.
- 4.8 In the 12 months to 31 March 2008 the Bureau has dealt with 14,973 new/repeat issues and financial awards obtained on behalf of clients amounted to £1,622,561. These figures are similar to figures for the year to 31 March 2007.
- 4.9 During the financial year to 31 March 2008 the Bureau received funding from a wide variety of bodies, namely:-

Dundee City Council  
 Scottish Government  
 Commission for Racial Equality  
 Scottish Gas Energy Trust  
 National Lottery  
 Dundee University  
 NHS Tayside

## 5 **POLICY IMPLICATIONS**

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

## 6 **CONSULTATION**

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

## 7 **BACKGROUND PAPERS**

- 7.1 None.

**DAVID K DORWARD**  
**DEPUTE CHIEF EXECUTIVE (FINANCE)**

**12 AUGUST 2008**

**DUNDEE CITIZENS ADVICE BUREAU BUDGET – 2008/2009**

	<b><u>Budget</u></b> <b><u>2007/2008</u></b>	<b><u>Budget</u></b> <b><u>2008/09</u></b>
	<b>£</b>	
<u>Expenditure</u>		
<b>Staff Costs</b>	99,303	101,371
<b>Property Costs</b>	8,700	11,300
<b>Administration Costs</b>	<u>18,550</u>	<u>26,300</u>
	<b><u>126,553</u></b>	<b><u>138,971</u></b>
<u>Income</u>		
<b>Other Income</b>	16,500	21,218
<b>Grant – Dundee City Council</b>	109,000	110,000
<b>Transfer from Reserve</b>	<u>1,053</u>	<u>7,753</u>
	<b><u>126,553</u></b>	<b><u>138,971</u></b>