

**COPELAND BOROUGH COUNCIL**

**STATEMENTS OF EXECUTIVE DECISIONS**

**HELD ON 12 FEBRUARY 2015**

**MEMBERS PRESENT:** Councillors Elaine Woodburn; Geoff Garrity; Peter Kane and Gillian Troughton

Councillor Graham Sunderland also attended the meeting.

Apologise for absence were received from Councillors Hugh Branney and Allan Holliday;

**OFFICERS IN ATTENDANCE:** Paul Walker, Chief Executive; Janice Carrol, Interim Head of Copeland Services; Pat Graham, Director of Economic Growth; Lindsay Tomlinson, Democratic Services Manager & Monitoring Officer; Angela George, Interim Head of Finance and S151 Officer; Julie Betteridge, Head of Customer and Community Services;; Karen Morley-Chesworth, Communications Manager; Denise James, Member Services Officer.

**START TIME: 5.00 PM**

**CLOSE TIME: 6.45 PM**

**CERTIFICATION:** \_\_\_\_\_

**Certified a true record of decisions taken at the meeting of the 12 February 2015**

Copeland Borough Council

Statement of Executive Decision

Agenda Item: 3	
Subject: Statements Of Executive Decisions	
Date of Decision: 12 February 2015	Decision made by: Full Executive
Decision Reference: EXE/14/0082	

Portfolio Holder: N/A

Context: To consider the Statements of Executive Decisions 16 December 2014

Key Decision Status: No

Decision – That the Statements of decisions made at the meeting held on the 8 January 2015 be signed as a correct record.

Explanation: N/A

Alternative Options Considered: None

Interests Declared: None

Implementation Date: 24 February 2015	Publication Date: 17 February 2015	Recorded by: Denise James
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Call-in Period Expires on: N/A	Contact Officers: Lindsay Tomlinson
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**Copeland Borough Council**

**Statement of Executive Decision**

<b>Agenda Item:</b> 5	
<b>Subject:</b> Questions from Members of the Public	
<b>Date of Decision:</b> 12 February 2015	Decision made by: Full Executive
<b>Decision Reference:</b> EXE/14/0083	

**Portfolio Holder:** N/A

**Context:** To receive and respond to any questions from Members of the Public.

**Key Decision Status:** N/A

**DECISION:** There were no questions from Members of the Public.

**Explanation:** N/A

**Alternative Options Considered:** None

**Interests Declared:** None

<b>Implementation Date:</b> 24 February 2015	<b>Publication Date:</b> 17 February 2015	<b>Recorded by:</b> Denise James
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<b>Call-in Period Expires on:</b> 24 February 2014	<b>Contact Officers:</b> Lindsay Tomlinson
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## Copeland Borough Council

### Statement of Executive Decision

<b>Agenda Item:</b> 6	
<b>Subject:</b> Forward Plan	
<b>Date of Decision:</b> 12 February 2015	<b>Decision made by:</b> Full Executive
<b>Decision Reference:</b> EXE/14/0084	

**Portfolio Holder:** N/A

**Context:** To consider the Forward Plan

**Key Decision Status:** No

**Decision** – That the forward plan be noted.

**Explanation:** N/A

**Alternative Options Considered:** None

**Interests Declared:** None

<b>Implementation Date:</b> 24 February 2015	<b>Publication Date:</b> 17 February 2015	<b>Recorded by:</b> Denise James
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<b>Call-in Period Expires on:</b> 24 February 2015	<b>Contact Officers:</b> Lindsay Tomlinson
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## Copeland Borough Council

### Statement of Executive Decision

<b>Agenda Item:</b> 7	
<b>Subject:</b> Copeland Borough Council – Delivering Differently Programme – Progress Update	
<b>Date of Decision:</b> 12 February 2015	Decision made by: Full Executive
<b>Decision Reference:</b> EXE/14/0085	

**Portfolio Holder:** Councillor Elaine Woodburn

**Context:** To consider a report updating Members on the progress made with regard to the Delivering Differently Programme and seeking approval as part of the delivering differently programme.

**Key Decision Status:** Yes

**DECISION:**  
That the progress made against the Delivering Differently Programme be noted; and  
b) the monies be released from the Transformation fund of £100,000.

**Explanation:** Delivering Differently is the major change programme which underpins the rationale for change in Copeland Borough Council. It is designed to bring together and co-ordinate the complex portfolio of projects and other work, which will deliver the strategic priorities of the Council

**Alternative Options Considered:** None

**Interests Declared:** None

<b>Implementation Date:</b> 24 February 2015	<b>Publication Date:</b> 17 February 2015	<b>Recorded by:</b> Denise James
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<b>Call-in Period Expires on:</b> 24 February 2015	<b>Contact Officers:</b> Paul Walker
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## Copeland Borough Council

### Statement of Executive Decision

<b>Agenda Item:</b> 8	
<b>Subject:</b> Corporate Plan Performance Report	
<b>Date of Decision:</b> 12 February 2015	<b>Decision made by:</b> Full Executive
<b>Decision Reference:</b> EXE/14/0086	

**Portfolio Holder:** Councillor Allan Holliday

**Context:** To consider the second quarter performance against the Corporate Plan 2013/15

**Key Decision Status:** No

**DECISION:** That the third quarter performance against the Corporate Plan 2014/15 be noted.

**Explanation:** In accordance with Council performance monitoring procedures.

**Alternative Options Considered:** None

**Interests Declared:** None

<b>Implementation Date:</b> 24 February 2015	<b>Publication Date:</b> 17 February 2015	<b>Recorded by:</b> Denise James
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<b>Call-in Period Expires on:</b> 24 February 2015	<b>Contact Officers:</b> Paul Walker
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## Copeland Borough Council

### Statement of Executive Decision

<b>Agenda Item:</b> 9	
<b>Subject:</b> Capital Budget Quarter 3 Summary Financial Report 2014/15	
<b>Date of Decision:</b> 12 February 2015	Decision made by:
<b>Decision Reference:</b> EXE/14/0087	Full Executive

**Portfolio Holder:** Councillor Gillian Troughton

**Context:** To consider a report detailing the progress on delivering the projects in the agreed 2014/15 capital programme and the capital spend and estimated outturn forecast based on the financial position for the 9 month period to December 2014

**Key Decision Status:** Yes

**DECISION:** That

- I. Note the approved gross capital budget of £3,596,269, £1,162,649 of which is funded by external income to give a net current capital budget of £2,433,620 be noted;
- II. the total anticipated capital spend in the year to 31 March 2015 is £2,644,521 (compared to £2.86m at Q2) with forecast external income of £1,019,361 to give a net forecast of £1,625,160 be noted;
- III. the forecast year-end variance on the overall Capital Programme 2014/15 is a gross under spend of £952k at 31 December 2014. It is expected that the majority of this underspend will need to be carried forward to complete projects in 2015/16 be noted; and
- IV. the position as at 31 December 2014 (Quarter 3) of capital receipts for 2014/15 as set out in paragraph 6 of the report be noted..

**Explanation:** In accordance with the Council reporting procedures.

**Alternative Options Considered:** None

**Interests Declared:** None

<b>Implementation Date:</b> 24 February 2015	<b>Publication Date:</b> 17 February 2015	<b>Recorded by:</b> Denise James
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<b>Call-in Period Expires on:</b> 24 February 2015	<b>Contact Officers:</b> Angela George
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## Copeland Borough Council

### Statement of Executive Decision

<b>Agenda Item:</b> 10	
<b>Subject:</b> Treasury Management – Quarter 3 Summary Financial Report	
<b>Date of Decision:</b> 12 February 2015	Decision made by:
<b>Decision Reference:</b> EXE/14/0088	Full Executive

**Portfolio Holder:** Councillor Gillian Troughton

**Context:** To inform Executive of the Treasury Management activity to 31 December 2014 and provide a forecast estimated investment interest to year end. The CIPFA (Chartered Institute of Public Finance and Accountancy) Code of Practice for Treasury Management recommends that members are updated on treasury management activities regularly. This report therefore ensures this Council is implementing best practice in accordance with the Code

**Key Decision Status:** Yes

**DECISION:** That the contents of the detailed Treasury Management Quarter 3 report be noted.

**Explanation:** In accordance with the Council reporting procedures.

**Alternative Options Considered:** None

**Interests Declared:** None

<b>Implementation Date:</b> 24 February 2015	<b>Publication Date:</b> 17 February 2015	<b>Recorded by:</b> Denise James
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<b>Call-in Period Expires on:</b> 24 February 2015	<b>Contact Officers:</b> Angela George
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## Copeland Borough Council

### Statement of Executive Decision

<b>Agenda Item:</b> 11	
<b>Subject:</b> Review of Reserves	
<b>Date of Decision:</b> 12 February 2015	Decision made by:
<b>Decision Reference:</b> EXE/14/0089	Full Executive

**Portfolio Holder:** Councillor Gillian Troughton

**Context:** The report is part of the suite of budget reports to enable Copeland Borough Council to set a balanced budget for 2015/16 taking account of available Reserve funds. This report details the Section 151 officer's review of Reserves currently held by the Council.

**Key Decision Status:** Yes

**DECISION:** Council be recommended to:-

- (i) Retaining the General Fund Risk Based Reserve at £2m (paragraph 2.7)
- (ii) The release of £5.178m from the unallocated general fund to allow the creation of a Business Rate Safety Net earmarked reserve (paragraph 3.2)
- (iii) Note the proposed use of general unallocated reserves in 2015/16 (paragraph 3.5) to fund the budget deficit in 2015/16 pending the identification of further savings. The final amount required will be determined during the budget process.
- (iv) Approve the movement on earmarked reserves set out in paragraph 4.8
- (v) Approve the use of earmarked reserves totalling £184k (£176k Revenue; £8k Capital) as set out in paragraph 4.9 of the report.

**Explanation:** This is a policy recommendation to full Council for approval as part of 2015/16 Budget consideration on 26th February 2015.

**Alternative Options Considered:** None

**Interests Declared:** None

<b>Implementation Date:</b> 24 February 2015	<b>Publication Date:</b> 17 February 2015	<b>Recorded by:</b> Denise James
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<b>Call-in Period Expires on:</b> 24 February 2015	<b>Contact Officers:</b>
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## Copeland Borough Council

### Statement of Executive Decision

<b>Agenda Item:</b> 12	
<b>Subject:</b> Quarterly Health and Safety Performance Report Quarter 3 14/15	
<b>Date of Decision:</b> 12 February 2015	Decision made by:
<b>Decision Reference:</b> EXE/14/0090	Full Executive

**Portfolio Holder:** Councillor Peter Kane

**Context:** To update Members on the management of health and safety for all Copeland Borough Council employees and the impact the activities of the council have on residents and visitors to the Borough.

**Key Decision Status:** No

**DECISION:** That the actions of the health and safety advisor post, as an essential part of ensuring that Copeland as an employer complies with all relevant health and safety legislation and manages health and safety, be noted.

**Explanation:** In accordance with Councils performance monitoring procedures.

**Alternative Options Considered:** None

**Interests Declared:** None

<b>Implementation Date:</b> 24 February 2015	<b>Publication Date:</b> 17 February 2015	<b>Recorded by:</b> Denise James
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<b>Call-in Period Expires on:</b> 24 February 2015	<b>Contact Officers:</b> Janice Carrol
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## Copeland Borough Council

### Statement of Executive Decision

<b>Agenda Item:</b> 13	
<b>Subject:</b> Revenue Budget – Period 9 Summary Financial Report 2014/15	
<b>Date of Decision:</b> 12 February 2015	Decision made by:
<b>Decision Reference:</b> EXE/14/0091	Full Executive

**Portfolio Holder:** Councillor Gillian Troughton

**Context:** To consider the Revenue Budget – Period 9 Summary Financial Report 2014/15

**Key Decision Status:** No

**DECISION:** hat

(i) the approved net current revenue budget of £11,299m as set out in Paragraph 1.4 of the report be noted;

(ii) it be noted that at Quarter 3, in year savings identified as part of a full review of base budgets has identified a forecast in year saving of £703k, allocated as follows:

- £16k against one off earmarked reserves for project work and initiatives
- £487k against general fund
- £200k savings target to support the Working Differently Capital programme;

(iii) it be noted that of the in year savings identified, £459k of those savings have been identified as a permanent reduction in base budgets, and will reduce the base budget required for 2015/16 onwards;

(iv) the risks to the budget as detailed in section 4 of the report be noted; and

(v) the decision taken by the Chief Financial Officer (s151), to write off outstanding debts totalling £252k as set out in paragraphs 2.1 to 2.4 of Appendix B, and two write offs for insolvency exceeding £50k, as outlined in paragraphs 2.2 and 2.5 of Appendix B of the report be noted..

**Explanation:** In accordance with Councils performance monitoring procedures.

**Alternative Options Considered:** None

**Interests Declared:** None

<b>Implementation Date:</b> 24 February 2015	<b>Publication Date:</b> 17 February 2015	<b>Recorded by:</b> Denise James
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<b>Call-in Period Expires on:</b> 24 February 2015	<b>Contact Officers:</b>
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**Copeland Borough Council**

**Statement of Executive Decision**

<b>Agenda Item:</b> 14	
<b>Subject:</b> Property Disposal Programme	
<b>Date of Decision:</b> 12 February 2015	Decision made by:
<b>Decision Reference:</b> EXE/14/0092	Full Executive

**Portfolio Holder:** N/A

**Context:** N/A

**Key Decision Status:** N/A

**DECISION:**  
This item was withdrawn from the Agenda

**Explanation:** N/A

**Alternative Options Considered:** None

**Interests Declared:** N/A

<b>Implementation Date:</b> 24 February 2015	<b>Publication Date:</b> 17 February 2015	<b>Recorded by:</b> Denise James
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<b>Call-in Period Expires on:</b> 24 February 2015	<b>Contact Officers:</b> N/A
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## Copeland Borough Council

### Statement of Executive Decision

<b>Agenda Item:</b> 15	
<b>Subject:</b> Localisation of Revenues and Benefits Shared Service	
<b>Date of Decision:</b> 12 February 2015	Decision made by:
<b>Decision Reference:</b> EXE/14/0093	Full Executive

**Portfolio Holder:** Councillor Gillian Troughton

**Context:** To consider recommendations from the Chief Executive to make changes to the Revenues and Benefits shared service.

**Key Decision Status:** Yes

**DECISION:** That

- i. the Chief Executive's recommendation that Revenues and Benefits Operational staff within the shared service should be transferred back to the three separate authorities by the target date of 1st July 2015, following the project plan actions set out in Appendix B be approved;
- ii. it be noted that a further report will be brought back to members prior to the transfer of staff setting out the detailed implications, including proposals in respect of ICT and the Systems and Controls team; and
- iii. Council be recommended to approve the delegation of the decision on acceptance of the transformation Challenge Award funding to the Chief Executive and S151 Officer in consultation with the Portfolio Holder.

**Explanation:** This Report advises Members on the reasons for the proposal for operational staff within the Revenues and Benefits Shared Service being transferred back to the three separate authorities, with a target date of 1st July 2015. It is anticipated that the proposal to localise aspects of the provision of the service will lead to improvements in delivery of the service

**Alternative Options Considered:** None

**Interests Declared:**

<b>Implementation Date:</b> 24 February 2015	<b>Publication Date:</b> 17 February 2015	<b>Recorded by:</b> Denise James
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<b>Call-in Period Expires on:</b> 24 February 2015	<b>Contact Officers:</b> Angela George
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## Copeland Borough Council

### Statement of Executive Decision

<b>Agenda Item:</b> 16	
<b>Subject:</b> Treasury Management Strategy Statement Minimum Revenue provision Policy Statement and Annual Investment Strategy	
<b>Date of Decision:</b> 12 February 2015	Decision made by:
<b>Decision Reference:</b> EXE/14/0094	Full Executive

**Portfolio Holder:** Councillor Gillian Troughton

**Context:** To consider the Treasury Management Strategy Statement Minimum Revenue provision Policy Statement and Annual Investment Strategy as scrutinised by the Audit and Governance Committee and make recommendations to Council.

**Key Decision Status:** Yes

**DECISION:** That Council be recommended to approve:-

- i) the Draft Treasury Management Strategy Statement, the Minimum Revenue Provision Policy Statement and Annual Investment Strategy 2015/16 contained at Appendix 1 within this report, giving due regard to the following changes from the 2014/15 treasury strategy (and subsequent in year revisions which were approved in 2014/15); and
- ii) The inclusion of Property Funds (at paragraph 4.2) which may be used in future years (subject to a further detailed report specifying fund details and financial limits & prior Executive approval).

**Explanation:** The Council has a legislative duty to manage its resources effectively and deliver statutory services for the benefit of the Borough. Treasury Management is an important part of this function and is regulated by an approved Treasury Management Strategy Statement (this document) written in accordance with the CIPFA Code of Practice on Treasury Management and forms part of the budget and policy framework.

**Alternative Options Considered:** None

**Interests Declared:** None

<b>Implementation Date:</b> 24 February 2015	<b>Publication Date:</b> 17 February 2015	<b>Recorded by:</b> Denise James
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<b>Call-in Period Expires on:</b> 24 February 2015	<b>Contact Officers:</b> Angela George
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**Copeland Borough Council**

**Statement of Executive Decision**

<b>Agenda Item:</b> 17	
<b>Subject:</b> Revenue Budget Proposals for 2015/16 and Medium Term Financial Strategy Projections.	
<b>Date of Decision:</b> 12 February 2015	Decision made by:
<b>Decision Reference:</b> EXE/14/0095	Full Executive
<b>Portfolio Holder:</b> Councillor Gillian Troughton	
<b>Context:</b> To consider the Revenue Budget Proposals for 2015/16 and Medium Term Financial Strategy Projections.	
<b>Key Decision Status:</b> Yes	

**DECISION:** It is recommended that Executive considers the issues in this report for the purpose of recommending the following budget proposals to Council on 26th February 2015:

1. Note the government Settlement Funding Assessment received on 3rd February of £3.829m and set out at Section 2, indicating a reduction of £765k (17%) from 2014/15 (no change from provisional figures issued on 18 December). The overall government grant reduction means that Copeland is once again in the category of the authorities most severely affected by the Government Grant reductions for 2015/16. Full details of any other low value specific grants outwith this main settlement are currently awaited (Table 1, Para 2.8). Following clarification, the effect of these will be included in details presented to Council on 26th February.
2. Note that any suggestions arising from the business consultation which ends on 6th February will be notified to the Executive separately prior to the meeting on 12th February.
3. Subject to 2. above, the Executive approve and recommend to Council on 26th February:
  - (i) The savings proposals for 2015/16 of £1.039m as set out in Para 3.9, which contribute to the achievement of a balanced Council budget at Para 3.7 Table 5.
  - (ii) The proposed fees and charges as summarised in Para 3.7 (vii) and detailed in Appendix B
  - (iii) The impact of the proposals on General Reserves of supporting the 2015/16 budget by £237k as outlined at Para 3.8 and in the Reserves report presented elsewhere on this agenda.
  - (iv) The use of £176k from Earmarked Reserves in 2015/16, as detailed in Para 3.7, and in the Reserves report presented elsewhere on this agenda.
  - (v) The continued use of the new homes bonus of £609k to underpin the costs of existing council services in 2015/16.
  - (vi) Approve the commissioning approach outlined at Para 3.6 (viii) being adopted to ensure delivery of the Council's Medium Term Financial Strategy; and authorise the Chief Executive, in consultation with Councillor Elaine Woodburn and the Interim Director of Resources and Strategic Commissioning, to undertake the appropriate procurement processes in line with the Council's Contract Procedure Rules.
  - (vii) The decision that there will be no change to the current Council Tax Discount Scheme for 2015/16 as set out at Para 4.2.
  - (viii) To increase Council Tax by 1.95% for 2015/16.
  - (ix) That Council delegate the setting of the council tax to the Council Tax setting meeting which will meet on 3rd March 2015.

4. Taking into account the above, the Executive to approve a budget to recommend to Council of £9.959m for 2015/16 as set out in Para 3.7, Table 5.
5. Approve the working MTFS assumptions set out in paragraphs 3.5 including the financial planning assumption that council tax will be raised by 1.95% per annum (see paragraph 3.5 (v)). Also to note that the provisional projections to 2018/19 will be re-analysed following the May elections, but that the current deficit projections of another £3.3m savings to be found from 2016/17 onwards will represent a significant financial challenge to the authority.

**Explanation:** In accordance with the Councils budget setting process.

**Alternative Options Considered:** None

**Interests Declared:** None

<b>Implementation Date:</b> 24 February 2015	<b>Publication Date:</b> 17 February 2015	<b>Recorded by:</b> Denise James
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<b>Call-in Period Expires on:</b> 24 February 2015	<b>Contact Officers:</b> Angela George
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**Copeland Borough Council**

**Statement of Executive Decision**

<b>Agenda Item:</b> 18	
<b>Subject:</b> Proposed Capital Programme for 2015/16 – 2017/18	
<b>Date of Decision:</b> 12 February 2015	Decision made by:
<b>Decision Reference:</b> EXE/14/0096	Full Executive

**Portfolio Holder:** Councillor Gillian Troughton

**Context:** To consider Proposed Capital Programme for 2015/16 – 2017/18

**Key Decision Status:** Yes

**DECISION:** That Council be recommended to :-

1. Note the government Settlement Funding Assessment received on 3rd February of £3.829m and set out at Section 2, indicating a reduction of £765k (17%) from 2014/15 (no change from provisional figures issued on 18 December). The overall government grant reduction means that Copeland is once again in the category of the authorities most severely affected by the Government Grant reductions for 2015/16. Full details of any other low value specific grants outwith this main settlement are currently awaited (Table 1, Para 2.8). Following clarification, the effect of these will be included in details presented to Council on 26th February.
2. Note that any suggestions arising from the business consultation which ends on 6th February will be notified to the Executive separately prior to the meeting on 12th February.
3. Subject to 2. above, the Executive approve and recommend to Council on 26th February:
  - (i) The savings proposals for 2015/16 of £1.039m as set out in Para 3.9, which contribute to the achievement of a balanced Council budget at Para 3.7 Table 5.
  - (ii) The proposed fees and charges as summarised in Para 3.7 (vii) and detailed in Appendix B
  - (iii) The impact of the proposals on General Reserves of supporting the 2015/16 budget by £237k as outlined at Para 3.8 and in the Reserves report presented elsewhere on this agenda.
  - (iv) The use of £176k from Earmarked Reserves in 2015/16, as detailed in Para 3.7, and in the Reserves report presented elsewhere on this agenda.
  - (v) The continued use of the new homes bonus of £609k to underpin the costs of existing council services in 2015/16.
  - (vi) Approve the commissioning approach outlined at Para 3.6 (viii) being adopted to ensure delivery of the Council's Medium Term Financial Strategy; and authorise the Chief Executive, in consultation with Councillor Elaine Woodburn and the Interim Director of Resources and Strategic Commissioning, to undertake the appropriate procurement processes in line with the Council's Contract Procedure Rules.
  - (vii) The decision that there will be no change to the current Council Tax Discount Scheme for 2015/16 as set out at Para 4.2.
  - (viii) To increase Council Tax by 1.95% for 2015/16.
  - (ix) That Council delegate the setting of the council tax to the Council Tax setting meeting which will meet on 3rd March 2015.

4. Taking into account the above, the Executive to approve a budget to recommend to Council of £9.959m for 2015/16 as set out in Para 3.7, Table 5.
5. Approve the working MTFS assumptions set out in paragraphs 3.5 including the financial planning assumption that council tax will be raised by 1.95% per annum (see paragraph 3.5 (v)). Also to note that the provisional projections to 2018/19 will be re-analysed following the May elections, but that the current deficit projections of another £3.3m savings to be found from 2016/17 onwards will represent a significant financial challenge to the authority.

**Explanation:** In accordance with the Councils budget setting process.

**Alternative Options Considered:** None

**Interests Declared:** None

<b>Implementation Date:</b> 24 February 2015	<b>Publication Date:</b> 17 February 2015	<b>Recorded by:</b> Denise James
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