

## REVENUE BUDGET – PROVISIONAL OUT-TURN REPORT 2013/14

**EXECUTIVE MEMBER:** Cllr Gillian Troughton

**LEAD OFFICER:** Darienne Law - Interim Manager

**REPORT AUTHOR:** Ann Treble, Financial Management and Treasury Accountant

### WHY HAS THE REPORT COME TO THE EXECUTIVE?

To inform the Executive of the provisional revenue outturn position for 2013/14.

**Summary:**

This report provides details of the provisional revenue out-turn position for the General Fund revenue budget for the financial year ended 31 March 2014. This report also provides details of the principal variances between the budget and the provisional outturn position. The outturn shows that the net spend, including carry forwards and contributions to reserves, for the financial year is £11.135m.

This position is subject to change following completion of the audit process.

The Local Government Finance Act 2012 changed the way local government is financed. This means that the Council has a greater reliance on income from council tax, business rates and other income sources. At the same time Government is reducing its core funding. This fundamental change in our funding regime increases the council's financial risk.

The severity of the continuing reductions in government grants has impacted severely on Copeland's current and future financial position. The wider economic environment in which we operate is also impacting on our ability to provide services to residents, many of whom, in turn, are experiencing financial difficulties themselves.

To prepare for the longer term and continued reduction in the council's finances work has been undertaken this year to reshape the council and its services. A review of the management team has been undertaken, alongside work to find new funding models for discretionary services, and work on becoming more efficient through the replacement and upgrade of key IT systems, and identifying additional income from our property.

The Executive is asked to;

- (i) Note the increase in the revenue budget from £11.658m to £12.352m following the approval of release from reserves by Executive in January 2014. These changes are reflected in the table in paragraph 2.1
- (ii) Note the year-end underspend of £1.217m, against the revised approved revenue budget of £12.352m, of which £255k relates to Reserve funded items, and £962k relates to core funding as detailed in paragraph 2.2. which can be split further as £782k general fund and £180k as a result of using additional unbudgeted external funding received in year, in lieu of general fund.
- (iii) Note that additional, unbudgeted contributions of £240k contained within the out turn report will be transferred to earmarked reserves at year end as shown in table in paragraph 6.3.
- (iv) Approve the treatment of bad debts as detailed in paragraphs 1.2 and 1.3 of Appendix C.

and make recommendations to Council to;

- (v) Approve the carry forwards from mainstream budget underspends of £454k and the carry forwards from the budget funded by Earmarked Reserves of £118k, both as detailed in the table in paragraph 5.3 to increase the 2014/15 budget by £572k.
- (vi) Approve the transfer of the under spend in the mainstream budget of £962k to the General Fund unallocated balance in accordance with paragraph 2.2.
- (vii) Approve the transfer of £7k of the underspend in the budget funded by earmarked reserves to the General Fund unallocated balance in accordance with paragraph 2.2
- (viii) Approve the transfer of £240k of the under spend in the mainstream budget to Earmarked Reserves as detailed in paragraphs 6.3.
- (ix) Approve the use of £25k from reserves in 2013/14 in accordance with paragraph 6.2.
- (x) Increase the budget for 2014/15 to £11.179m as set out in paragraph 7.1.

## **1 INTRODUCTION**

- 1.1 This report contains information on the out-turn position on spending against the Council's revenue budget for 2013/14. Within the report figures in brackets indicate either an under spend or additional income received and those without brackets are either an over spend, or reduced income levels.
- 1.2 The position is subject to audit and may change following completion of the audit process.

- 1.3 The reporting of the out-turn position for 2013/14 is the culmination of the year long budget monitoring exercise, which is designed to identify budget savings and budget pressures during the year.
- 1.4 The out-turn position is then used to prepare the Statutory Statement of Accounts for 2013/14 and this will be presented to Members following the completion of the Audit (which has to be concluded by 30 September 2014).
- 1.5 The out-turn report as presented follows the budget monitoring format presented to members during the financial year, which does not include either the recharge of support services or notional capital charges. However, to comply with guidance from CIPFA in its Service Reporting Code of Practice, all support costs have to be re-allocated to services and capital charges (for depreciation and the impairment of assets) have to be made to service revenue accounts to show the total cost of service provision.
- 1.6 Significant changes to the Business Rates system and Council Tax Benefit schemes meant a transfer of risk from Central Government to Local Government in 2013/14. For Copeland this has resulted in a £165k cost to the general fund this year. Members are asked to note this figure may change subject to legislation being worked through and audit of the accounts
- 1.7 The 2014/15 budget build incorporated the results of work carried out by a number of Policy Development Groups, public consultation and discussions with budget managers. The out-turn position will also be considered and further analysed in more detail over the next few months to identify whether any of the variances identified may indicate further scope for changes within the current year budget, longer term savings or better utilisation of the Council's resources, in light of the 2015/16 MTFS position.

## **2 SUMMARY POSITION 2013/14**

- 2.1 Table 1 over page summarises the out-turn position by department, and the funding requirement for the out turn. A table showing the main contributors to the underspend follows with a more detailed breakdown of the out turn by cost centre is attached in Appendix A.

Department	Original Budget 21 Feb 2013	Carry forwards from 2012/13 (corrected) 28 May 2013	Changes period 1-12	Current Approved Budget	Actual spend	Net Contribution to reserves	Carry forwards	Out turn 2013/14	Variance from General Fund Reserve	Variance from Ear-Marked Reserve	Variance to Budget
	£'000	£'000	£'000	£'000	£'000						£'000
Chief Executive	559	0	684	1,243	1,159	0	12	1,171			72
Corporate Resources	4,206	228	314	4,748	3,785	169	253	4,207			540
Policy and Transformation	1,169	37	205	1,411	1,195	0	105	1,300			111
Neighbourhoods	2,532	63	39	2,634	2,332	37	86	2,455			179
Nuclear, Energy and Planning	377	95	49	521	148	149	16	313			207
Regeneration and Communities	1,519	141	135	1,795	1,493	96	100	1,689			106
<b>Total</b>	<b>10,362</b>	<b>564</b>	<b>1,426</b>	<b>12,352</b>	<b>10,112</b>	<b>451</b>	<b>572</b>	<b>11,135</b>			<b>1,217</b>
<b>Funding</b>											
RSG	3,312			3,312				3,312			-
Baseline need	2,203			2,203				2,203			-
New homes bonus	236			236				236			-
PFI Grant	837			837				837			-
Council Tax	3,590			3,590				3,590			-
Collection Fund Surplus	44			44				44			-
Additional grant 1 year only CTS scheme	17			17				17			-
Specific Grants	21			21				21			-
Earmarked Reserves	132	180	767	1,079				825		(255)	(255)
General Fund Reserves	-30	384	658	1,012				50	(962)		(962)
<b>Total</b>	<b>10,362</b>	<b>564</b>	<b>1,425</b>	<b>12,351</b>	<b>0</b>			<b>11,135</b>			<b>-1,217</b>

## Main contributors to the underspend

	£	Funded	Notes
	000s		
<b>Individual variances in excess of £20k:</b>			
Corporate Management	(56)	GF	1
Civic & Mayoral	(34)	GF	2
Accountancy Team HA	(24)	GF	3
Audit Team HA	(43)	GF	4
Human Resources HA	(36)	GF	5
Land Charges	(39)	GF	6
North Country Leisure	(188)	GF/EMR	7
Public Buildings General	(36)	GF	8
Copeland Centre	(39)	GF	9
Land Management	(32)	GF	10
National Non-Domestic Rates	167	GF	11
Council Tax Benefits	(40)	GF	12
Housing Benefits	(75)	GF	13
Performance and Transformation	(25)	GF/EMR	14
Policy & Scrutiny	(22)	GF	15
CBC Car Parks	74	GF	16
Street Scene	(28)	GF	17
Cemeteries	(29)	GF	18
Management Information Systems	(33)	GF	19
General Landscapes & Misc Works	(37)	GF	20
Refuse - Recycling	(60)	GF	21
Refuse - Green Waste	(34)	GF	22
Development Control	(49)	GF	23
Nuclear Issues	117	EMR	24
DECC Grant	(179)	EXT	25
Planning Policy	(112)	GF/EMR	26
Strategy for Seaside Success	(34)	EMR	27
Head of Regeneration & Community	(45)	GF/EMR	28
Insurances	(34)	GF	29
<b>Sum of Individual variances less than £20k (117 cost centres)</b>	<b>(212)</b>	GF/EMR	
<b>Net forecast underspend at Out Turn</b>	<b>(1,217)</b>		

### Notes:

- 1 Corporate Management underspend is primarily due to saving in and a refund of District Audit Fees, and pensions. The ongoing element of the audit reduction has been built into 2014/15 budget.
- 2 Civic & Mayoral underspend is £19k on training and £14k in allowances.
- 3 Salary savings offset by legal and professional fees, result in a saving in Accountancy HA

- 4 Anticipated 550 day charge by the Audit department, was reduced to an actual charge for 450 days.
- 5 Under spends on legal & professional and relocation fees within Human Resources.
- 6 Land Charges are underspent as a result of additional income, an underspend £10k in Mainframe Software, offset by increased search fees payable Cumbria County Council fees
- 7 NCL - £100k that was released into the budget in September to support the NCL contract in respect of Civic Hall is unspent in this financial year whilst the use of the building is determined. The remaining saving of £88k is due to inspections carried out that assessed longer asset lives than previously determined.
- 8 Public Building under spend compromised of two main factors. The first being reactive works having been less than anticipated. These change from one year to another and are difficult to foresee. Lastly due to ill health, combined with no cover the various planned works were not carried out:- installation of a roof safety system at the crematorium approx. £8.5K and replacement guttering works at Moresby (front elevation) £6k and approximately £5K on maintenance work on Wagon Road.
- 9 The Copeland Centre underspend is primarily utility savings.
- 10 Within Land Management a reduction in expected Legal & Professional costs of £9k together with more than anticipated income of £23k.
- 11 The authority will find itself in safety net this financial year for NNDR, principally as a result of appeals lodged; the primary one being from Sellafield Ltd. The potential for this safety net position was highlighted to members when the current year budget was set in February 2013. The financial implications of this a drop in NNDR income (or a cost to the authority) is £165k, which can be funded from the general fund.
- 12 This budget was provided in anticipation of the cost the council would incur with the change of Council tax scheme from benefits (fully funded by government) to discount (costs in excess of government grant borne by CBC). However all these transactions take place within the Collection fund and are realised as either a surplus or deficit which is released in the following year, so this budget was not spent in year.
- 13 Housing Benefits, although the authority has paid out more HB than budgeted it has also received more subsidy and recovered previous overpayments to result in a net underspend of £75k.
- 14 Policy and Performance has salary underspend totaling £30k and a £6k in Public Consultation, but offset by an £11k overspend on legal & professional.
- 15 Underspend within Policy & Scrutiny due to carrying a vacancy.
- 16 Car park income is down by £54k as reported to Executive throughout the year, rates are also overspent by £14k and water rates by £5k.

- 17 Street Scene under spend is primarily due to an under spend on contract works of £38k, due to capacity issues with CCC and electricity of £8k, but is then offset by the over spends on CCTV of £18k.
- 18 Cemeteries under spend is made up of £9k salaries, additional income of £14k, as well as various ups and downs throughout the cost centre totaling £6k.
- 19 Underspend within Management Information Systems is down to a £16k usage of reserve approval. The works were completed, but were funded within the under spend of another department. Leaving this figure to be return to reserves for future use. The remainder of the underspend was on salaries.
- 20 Within General Landscapes and Misc Works there is a £14k under spend on salaries, £17k additional income received and finally a further small amounts of underspend totaling £6k within the cost centre.
- 21 Refuse Recycling increase in income £33k, from the sale of recycled materials and recycling credits. While there has been a decrease in value of some materials (cans and textiles) there has been an overall increase in recycling at the Council's bring sites and the value of other materials has remained stable. There is also a saving of £27k from materials and bring site service costs.
- 22 Green Waste Recycling underspend is due to savings on transport costs of £13k, waste processing and equipment of £16k and an increase of £21k in additional recycling credit income, which is offset by redundancy costs of £16k.
- 23 Salary budgets within Development Control are underspent by £26k, due to various staff vacancies and a £14k underspend on legal & professional, due to resources being diverted to the in-year planning appeal. This together with various over and under spends makes up the remaining £9k of the total under spend of £49k.
- 24 & 25 We have used unbudgeted external funding received in year to pay for nuclear activities. The original budget provided for this purpose was therefore unused and has been included in the proposed transfers to reserves in paragraph 6.3.
- 26 Planning policy under spend relates to a £70k in salaries, the majority being the vacant planning manager post, which has since been recruited too. A further underspend within legal & professional of £41k, this is to be returned to EMR that funds the Local Development Framework (LDF) project which aims to provide Copeland with a Core Strategy. Working with other partners to achieve this has meant that costs have been lower than firstly anticipated.
- 27 Strategy seaside success unspent monies in this year will be returned to EMR for funding projects in future years.
- 28 The carry forward, approved at Council 20/6/13, of £24k from EMR for growth strategy has not been utilised during 13/14 but is required to meet future anticipated costs and as such will be returned to the EMR. £21k received for Accountable Body and management fees is unbudgeted income.

29 Insurance saving as a result of negotiating premium on motor due to fall in number of operational vehicles from 91 (when premium set) to 50.

2.2 The previous table at 2.1 shows the underspend split between General Fund and Earmarked reserves. £962k can be transferred back to General Fund unallocated balance and arises as spending was less than anticipated. This balance is available to support the revenue budget in future years. £255k is as a result of under spend on our Earmarked reserves as detailed in table below, with £248k to be returned to Earmarked reserves and £7k to be released to the general fund reserve.



Department	Cost Centre	Cost Centre	Amount funding from EMR	Out turn	Underspend at Out turn back to EMR	Underspend at Out turn back to GFR
<b>Corporate Resources</b>						
	26101	NCL leisure	203,593	94,509	109,084	
	26215	Copeland Centre	7,000	7,000	-	
	26221	Coastal Mangement	35,000	35,000	-	
sub total			<b>245,593</b>	<b>136,509</b>	<b>109,084</b>	<b>-</b>
<b>Policy &amp; Transformation</b>						
	21114	Policy & Transformation	100,000	100,000	-	
	25000	ICT	16,000	-	16,000	
sub total			<b>116,000</b>	<b>100,000</b>	<b>16,000</b>	<b>-</b>
<b>Neighbourhoods</b>						
	32900	Catherine Street Car park	1,000	1,000	-	
	48004	Crematorium	29,912	23,408	6,504	
	33200	Refuse Collection	20,000	20,000	-	
	33204	Refuse - Recycling	10,000	7,000	3,000	
sub total			<b>60,912</b>	<b>51,408</b>	<b>9,504</b>	<b>-</b>
<b>Nuclear, Energy &amp; Planning</b>						
	22201	Nuclear	44,000	44,000	-	
	11002	Planning Policy	95,334	63,914	31,420	
	31600	Development Control	50,000	42,670		7,330
sub total			<b>189,334</b>	<b>150,584</b>	<b>31,420</b>	<b>7,330</b>
<b>Regeneration &amp; Community</b>						
	11031	Seaside Success	68,155	29,092	39,063	
	11006	LABGI	38,923	38,923	0	
	11065	WNF	72,000	72,000	-	
	11101	Cleator Moor Bus centre	3,286	3,286	-	
	12012	Head of Regen	24,000	-	24,000	
	32201	Beacon	122,500	104,150	18,350	
	43030	NCL Contract	138,831	138,831	-	
sub total			<b>467,695</b>	<b>386,282</b>	<b>81,413</b>	<b>-</b>
<b>Total</b>			<b>1,079,534</b>	<b>824,783</b>	<b>247,421</b>	<b>7,330</b>

2.3 This report assumes all carry forwards funded by both the general fund and earmarked reserves will be approved by Council, see recommendation (v). In the event that some are not agreed then the transfer to the general fund or the balances on earmarked reserves will increase by the value of those carry forwards.

2.4 A savings target of £1.76m was set as part of 2013/14 budget. The amounts were reduced from individual budget lines as and when identified in the savings review with a residual

amount of £80k hosted in Choosing to Change budget, see paragraph 2.8 below for full details. The Change Programme Board has been responsible for monitoring and managing the delivery of the savings programme.

2.5 The savings target included a £287k reduction of NCL costs, however Council approval of an extension to the NCL contract in September 2013 resulted in an anticipated additional £322k in year cost (£139k cost for the contract fee and an additional £183k for PMP works), which will be funded from reserves in this year only.

2.6 A number of savings were not met in year and are detailed below:

Description	Responsible Officer	Saving to be met	Actual saving made at out turn	Shortfall at out turn
INCREASE Crematorium fees	Head of Neighbourhoods	-60,000	-42,205	17,795
INCREASE Car parking fees	Head of Neighbourhoods	-40,000	-	54,487
Stop CCTV	Head of Neighbourhoods	-50,000	-32,206	17,794
REDUCE Council's running costs (Business Basics)	Chief Executive	-80,000	78,038*	1,962

\*some of this is in year only and not sustainable into 14/15

2.7 However additional management actions has meant that savings in excess of those required have been achieved

- Strong vacancy management has achieved in year savings on salaries of £455k netted of against legal and professional fees of £121k and agency fees of £44k to give a saving of £290k. This has however created some capacity issues which has meant that some projects could not be supported, contributing to the overall underspend in year.
- Extra Income from PPAs
- External funding from DECC and CoNE
- Deliberate strategy to seek partner funding wherever possible

2.8 As and when actual savings have been agreed the service area budgets have been reduced and the Choosing to Change budget credited.

- 2.9 The table below shows the activity at year end regarding the original £80k credit budget hosted in Choosing to Change, and has been reported to Executive throughout the year:

<b>Budget to achieve currently hosted in choosing to change</b>	
Original Business Basics target budget	(80,000)
<b>Action taken to date:</b>	
Saving from HR Manager post (shared post with ABC)	20,000
Saving from CEX cost centre	7,000
Saving 1% on HOS salaries	5,476
Saving in salary <b>(in year only)</b>	45,562
<b>Savings target not achieved in 13/14</b>	<b>(1,962)</b>

- 2.10 Business income in the year has fluctuated from budget. As reported to Executive throughout the year the council has failed to achieve its income targets on fees and charges and car parking by £265k and £54k respectively, however it has over achieved in other areas as a result of demand being higher than anticipated, in various licences - £43k, re-cycling income £45k and accountable body/management fees at £21k.

### 3 DETAILS GIVING RISE TO THE VARIANCE IN 2013/14

- 3.1 The reasons for the significant variances (+/- £20k at cost centre level) between the current approved budget and the out-turn position detailed in Appendix A:

- 3.2 There are some costs which have been incurred and reflected in the out turn which have arisen as they are required to be included to meet approved accounting practices. These costs relate to the need to make a provision for bad debts and the costs for redundancy pay, which need to be included within service spending but which are not under the direct control of budget holders as follows;

- The Council makes a provision for bad debts based on the aged debt of its outstanding debtor invoices. This provision is reviewed annually in March and this year the level of old outstanding debt has increased, which has meant that the Council has had to increase its provision by £53K in the year. The increase is reflected in the appropriate service lines within the out-turn figures.
- The out-turn position contains the costs of redundancy pay for the members of staff who will have either left the Council by 31 March or where a formal resolution has been made before 31 March to release staff in 2014/15. This totals 4 FTE with an overall the cost of £16k, which has been funded by the general fund within individual cost centre budgets.

- 3.3 The forecast out turn position reported to Executive at Q3 was £948k underspend, a difference of £269k, the main reasons for **these** differences are shown in Appendix B.

### 4.0 COUNCIL ACTIVITIES DURING 2013/14

- 4.1 During 2013/14, we faced the challenge of meeting community expectations with significantly less money. Copeland was one of the hardest hit councils, with almost a third of our funding from

Government cut over the four years from 2011 to 2015. This taken together with changes in Council Tax, Business Rates and the costs of providing services throughout our district all posed significant challenges for Copeland.

4.2 Responding to these challenges positively during 2013/14 we;

- delivered a balanced budget whilst maintaining our core services.
- collected waste from approximately 32,000 households, processed 530 planning applications, processed approximately 20,000 revenues and benefits forms and took 65,000 calls through our customer contact centre
- extended leisure contract and approved extension to pool offering high quality leisure facilities to more of the borough
- Retained for the second year the default scheme for council tax which enables people who previous got a benefit under the old system to receive a discount of equivalent value under new, thus protecting the borough's most vulnerable residents.
- Engaged with and continuing to work with various groups in the community who wish to take over ownership of assets/running of services where the council can no longer afford to do this itself.
- Handing over grant to the parish councils to compensate for loss of income from reduced council tax base
- Attracted external funding to area e.g. THI and Albion seeking to regenerate the town of Whitehaven
- Reviewing of business basics to preserve front line services /shared services with other authorities
- Working with external partners to secure future of the museum at the Beacon
- Working to support external partners with funding bids to bring income and support to the area e.g. Whitehaven Harbour Commissioners, DECC and BEC
- Working to support our communities during and after the unprecedented weather conditions, Copeland Borough Council worked closely with other agencies to help those affected. We delivered over 3000 sandbags throughout the Borough, and attended 30 call outs in connection with dangerous structures often working in extreme conditions within core hours as well as out of hours.

4.3 Some of the activities detailed above such as responding to the communities needs in the bad weather whilst continuing to provide our core services, with staff shortages inevitable means that we have been unable to support all projects which has contributed to the overall underspend.

## **5. CARRY FORWARDS FROM BUDGETS**

5.1 As detailed in paragraph 4 above we are currently experiencing the biggest changes to Local Government Finance that have been felt for many years. Significant changes to the Business Rates system and Council Tax Benefit schemes mean a transfer of risk from Central Government to Local Government.

5.2 The council has had to refocus its aims and priorities, looking now to 'work with partners and communities to arrange services for residents in Copeland'. In order to ensure we are in the best position possible to be able to provide the statutory services required it is essential to use our policy framework so as to direct what we do and don't do and how and where we direct funding.

5.3 At year end a review of used earmarked reserve funding within the budget has been carried out and any funding not required will be released to the general fund reserve rather than back to the earmarked reserve, as detailed in Table 3 paragraph 2.2. An extensive review of earmarked reserves was carried out in year as detailed in paragraph 6 below.

5.4 Carry forwards proposed at year end by managers will be considered in terms of whether a commitment currently exists. They must be necessary either to allow the completion of previously approved programmes or provide resources for additional budget pressures that have arisen since the 2014/15 budget was approved. If no commitment exists then carry forwards will not be permitted and the unspent budget in 2013/14 will be returned to the general fund reserve/EMR as appropriate.

5.5 The following carry forward requests, totalling £572k have been included within the out-turn position:-

Department	Cost centre	Detail	Amount	Business Rationale	Funded - GFR/EMR
<b>Corporate Resources</b>					
	22304	0947	159	Leader requested hospitality carry forward	GFR
	26101	0150	117,000	air handling unit work to be undertaken in 14/15 when pool shut down for extension works	GFR
	26101	0150	57,540	to fulfill obligations under contract for PMP	GFR
	26125		48,500	to rectify dangerous structure, northern boundary on conservation area	GFR
	GFR underspend		12,000	estimate shortfall identified in 14/15 budget in connection with member investigation fees	GFR
	GFR underspend		30,000	Revs & Bens request - required to fund review work to realise efficiencies	GFR
sub total			<b>265,199</b>		
<b>Policy &amp; Transformation</b>					
	21114	0728	65,036	phase 1 & 2 of change programme allocated not delivered in 13/14	EMR
	21114	0001/5/6	21,396	to use to support housing MVM system upgrade	GFR
	25000	0001/5/6	18,157	to use to support housing MVM system upgrade	GFR
sub total			<b>104,589</b>		
<b>Neighbourhoods</b>					
	26005	0200	12,800	severe weather demands st bees sink hole works	GFR
	48008	various	39,300	estimated wage and redundancy costs in connection with loss of Home Group contract	GFR
	48004	0715	5,000	drainage for millom cemetery utilising current year u/spend	GFR
	46203	0111	7,690	to complete fire risk assessment work	GFR
	48007	0100	21,069	Green houses were due to be demolished in 13/14 but had a tennant, once tennant vacates in 14/15 demolition will take place	GFR
sub total			<b>85,859</b>		
<b>Nuclear, Energy &amp; Planning</b>					
	22215	0900	16,289	remainder of CAT pot needed each year to deal with transfers	GFR
sub total			<b>16,289</b>		
<b>Regeneration &amp; Community</b>					
	11036	0728	1,368	commitment to pay licence site	EMR
	11065	0728	7,988	to underpin IAG apprenticeship scheme	EMR
	11001	Various	12,540	regeneration & youth team funding needed to match over time of external funding	GFR
	32546	Various	9,345	regeneration & youth team funding needed to match over time of external funding	GFR
	43030	0317	23,726	to complete pool project QS fees	GFR
	11044	Various	2,316	required for 5 year program	GFR
	32201	0291	43,014	to complete Beacon refurbishment	EMR
sub total			<b>100,297</b>		
<b>Total</b>			<b>572,233</b>		

## 6 RESERVES

6.1 The total approved use of reserves in 2013/14 is £1.08m, with the out turn position showing that only £825k will be required leaving £255k unspent in year, as detailed in tables at paragraph 2 of this report. Of this £7k can be released into the general fund reserve with the remaining £248k being returned to the relevant earmarked reserve for future use.

6.2 During 2013/14, certain items of spending have been incurred which can justifiably be charged to earmarked reserves, which have been set aside for these purposes. These are;

- £5k costs in excess of budget within the Building Control fee based account;
- The costs of £20k incurred on Coastal Management (in addition to the £35k released into the budget during the year) to fund works necessary as a result of bad weather that cannot be funded through the Bellwin scheme.

Members are asked to approve the use of reserves to the value of £25k to provide funding for the above items, taking the total usage of earmarked reserves (including carry forwards as detailed in paragraph 5.5) to £850k in year.

6.3 The table below shows proposed contributions into earmarked reserves at year end, which Members are asked to approve:

Department	Cost Centre	Cost Centre	transfer to EMR	Notes
<b>Neighbourhoods</b>				
	48004	Crematorium	250	
			<b>250</b>	
<b>Nuclear, Energy &amp; Planning</b>				
	various	Nuclear	150,339	1
	31601	Dilapidated Buildings	3,834	
sub total			<b>154,173</b>	
<b>Regeneration &amp; Community</b>				
	32201	Beacon	29,157	2
	32203	Beacon Grants	6,699	3
	12012	HoS Regeneration and Communities	50,000	4
sub total			<b>85,856</b>	
<b>Total</b>			<b>240,279</b>	

Notes:

- 1 This is a net contribution to the Planning for Nuclear reserve, after all applicable expenditure has been allocated against unbudgeted external grant income from DECC and unbudgeted PPA income.
- 2 In accordance with existing business plan this net underspend for the Beacon will be a contribution to the Beacons earmarked reserve which will now act as a profit /loss account for the new collaboration

- 3 This is unused external grants made to the Beacon which will be used for conservation works on the collection in the future by CBC.
- 4 The Council have set out their priorities for economic growth in their work with the Cumbria LEP and Energy Coast West Cumbria. An ear marked reserve is required to enable the Council to deliver against its growth priorities through maximising external funding and partnership working in the borough to support local economic growth.

6.4 During 2013/14 a review of the Earmarked Reserves and general fund reserve was undertaken resulting in a number of reserves being created/released/changed as reported to Executive in December 2013 and January 2014, and details of the anticipated usage of reserves have been provided to Executive throughout the year through the quarterly revenue monitoring reports. Subject to Members approval at 6.3 above, the following amounts will be transferred into/back to reserves at year end in 2013/14;

Reserve	£	£
<b>Agreed in budget:</b>		
Elections Fund	20,000	
PFI	149,392	
Car Parks	25,150	
Crematoriuim (gross up Tmac)(as adj for actual)	44,807	
Crematorium (sinking fund)	9,500	
Housing Strategy	10,000	
		258,849
<b>Approval now sought:</b>		
Carry forwards 2013/14	572,233	
Crematorium (donations)	250	
Planning for Nuclear	150,339	
Dilapidated Buildings	3,834	
Beacon	29,157	
Beacon Collection Conservation (CBC)	6,699	
Copeland Growth Plan	50,000	
		812,512
<b>Total</b>		<b>1,071,361</b>



6.5 The effect of these funding proposals in 6.3, and movements previously approved in year are summarised as follows;

	Opening Balance	Added in Year	Net Useage 2013/14 (spend /cfwd)	Released to GF/EMR	Closing Balance
	£'000	£'000	£'000		£'000
Earmarked Reserves	-6,172	-1,206	1,341	344	-5,693
General Fund;					
- Risk Based	-2,180		180		-2,000
- Unallocated Balance	-1,065	-961	548	-344	-1,822

Please see Appendix C & D for full details of reserve movements in year

## 7 IMPACT ON 2014/15 BUDGET

7.1 As a result of the changes set out in this report, and subject to the approval of members to the carry forward amounts, the 2014/15 budget will be revised as follows:

	2013/14 Impact £
Budget approved February 2014	10,511
Carry Forwards from 2013/14 (this report)	572
Land Management Budget (2101&2102) fees and charges (additional income budget)	(8)
Land Management Budget (0483) Disposal of land & property (additional expenditure budget)	8
<b>Extra release reserves *:</b>	
Knotweed – for treatment during year	7
Planning for Nuclear (salaries not included in original budget)	34
Planning for Nuclear (to fund salary protection)	10.2
Housing refresh Copeland housing survey – Executive 12 May 14	10
Housing business & temporary accommodation needs research – Executive 12 May 14	10
Growth Strategy (works in 14/15 to enable increased economic growth in the borough)	25
<b>Total Revised Budget 2014/15</b>	<b>11,179</b>

\*Not reflected in reserve table above at 6.5 or in attached appendices

## **8 MANAGEMENT OUT TURN TO STATUTORY FINANCIAL STATEMENTS**

- 8.1 As detailed in paragraph 1.5 the out-turn report as presented in this report, follows the budget monitoring format presented to members during the financial year, which does not include either the recharge of support services or notional capital charges. However, to comply with guidance from CIPFA in its Service Reporting Code of Practice, all support costs have to be re-allocated to services and capital charges (for depreciation and the impairment of assets) have to be made to service revenue accounts to show the total cost of service provision. These recharges are included in the income and expenditure account within the Statutory Statement of Accounts. The out-turn position shown in this report at table1 will then need to be reconciled to the net cost of services in the Income and Expenditure account. This reconciliation will be shown in the Explanatory Foreword to the Statement of Accounts.

## **9 BAD DEBT WRITE OFF**

- 9.1 Members are asked to formally approve the write off of debts totalling £37,600.22, please see the attached report in Appendix B for details.

## **10 CONCLUSION**

- 10.1 The overall position of the revenue budget at the year-end, subject to audit, is an under spend of £1.217m against the final approved revenue budget of £12.352m.

## **11 RESOURCE REQUIREMENTS**

- 11.1 This report details the financial and resources requirements relating to the council's current budget and policy framework and provides a commentary of current performance.
- 11.2 Whilst one impact of strong vacancy management is a saving in the bottom line another, perhaps more significant one is the reduction in the Authority's capacity to operate and progress the changes required to reshape its services and redefine what it can do given the reducing resources, which is evidenced in the year end under spend.

## **12 STATUTORY OFFICER COMMENTS**

- 12.1 The Monitoring Officer's comments are: No further comment
- 12.2 The Section 151 Officer's comments are: All comments are contained in the report.
- 12.3 Other consultee comments, if any:

CLT have been consulted on the report and their comments are included within the body of the document.

**13 HOW WILL THE PROPOSALS BE PROJECT MANAGED AND HOW ARE THE RISKS GOING TO BE MANAGED?**

13.1 The out-turn position for 2013/14 is the culmination of the year long budget monitoring exercise, which is designed to identify budget savings and budget pressures during the year.

13.2 The next stage is the finalisation of the statutory Statement of Accounts and the formal audit of the Council's accounts, which includes an analytical review of spending in the year and matches this with the out-turn for 2013/14 to assess significant changes in spending patterns on an annual basis. This in turn provides a base for assessment of identified variances which may indicate further scope for changes within the current year budget, longer term savings or better utilisation of the Council's resources, in light of the 2015/16 MTFs position.

**14 WHAT MEASURABLE OUTCOMES OR OUTPUTS WILL ARISE FROM THIS REPORT?**

14.1 The out-turn position for 2013/14 is key to determining the required use of reserves for the year and the level of general and earmarked reserves the Council will have available to support its revenue budget in future years.

14.2 Spending areas that vary significantly from the approved budget are also identified, which can then be fed into the budget planning process to enable informed decisions on changes to the Council's budget to be made.

**List of Appendices**

Appendix A – Breakdown of out-turn by service area.

Appendix B – Analysis of change Q3 to out turn

Appendix C - Bad debt action

Appendix D – General Fund Reserve

Appendix E – Earmarked Reserves

**List of Background Documents:**

2013/14 Management Accounts Reports periods 3 -11

Reserves Reports (EM & GF) Dec 13 and Jan 14

**List of Consultees:** Corporate Team, Cllr G Troughton.

Corporate Director	Corporate Team	Department	Cost Centre	Cost Centre Description	Current Approved Budget 13/14	Sum of Net Full Year 1-13	management out turn variance budget v 1-13	
Chief Executive	Chief Executive	Chief Executive	12000	Chief Executive	208,980	209,319	339	
			12001	Chief Exec Prize Award Scheme	0	0	0	
			22211	Copeland Pride Awards	0	0	0	
			22200	Corporate Management	782,826	727,137	(55,689)	audit fee saving reported in year and refund of £9k
			22213	Choosing to Change	(1,962)	0	1,962	
			29200	Subscriptions	12,697	8,369	(4,328)	
			29500	National Conferences	3,362	650	(2,712)	
		Chief Executive Total			1,005,903	945,475	(60,428)	
	Chief Executive Total				1,005,903	945,475	(60,428)	
	Communications	Communications	21500	Website Maintenance	9,748	1,650	(8,098)	
			22000	Communications (H/A)	98,401	83,226	(15,175)	
		Communications Total			108,149	84,876	(23,273)	
	Communications Total				108,149	84,876	(23,273)	
	Corporate Resources	Democratic Services/Governance	10001	Democratic Representation	3,030	2,527	(503)	
			23100	Committee Services	252,746	237,690	(15,056)	
			23300	Civic & Mayoral	297,042	263,292	(33,750)	U/s £18k Training, £11k Members Allowances & £4k Members hospitality
			23302	Mayors Hospitality Account	2,020	1,183	(837)	
			23303	Civic Hospitality Account	2,110	1,878	(232)	
			23304	Leaders Hospitality Account	505	505	(0)	
			23305	Memorial Fund	0	437	437	
			27100	Elections	49,442	37,950	(11,492)	
			27200	Electoral Registration	39,730	44,733	5,003	
			27400	House & Street Naming & Numbering	0	(436)	(436)	
		Democratic Services/Governance Total			646,625	589,758	(56,867)	
	Financial Services		28601	Accountancy Team H/A	487,092	462,863	(24,229)	Net salary savings
			28700	Audit Team H/A	119,613	76,241	(43,372)	over accrual & reduction in days - only charged for 450 days of the anticipated 550 days.
			29201	Subscriptions and Other Miscellaneous	0	474	474	
			29250	Grants to Parish Councils	82,824	82,819	(5)	
			29300	Treasury Management	181,199	170,881	(10,318)	£10k increase in investment income
			29400	Insurances	276,606	242,420	(34,186)	Insurance saving as a result of negotiating premium on motor due to fall in number of operational vehicles from 91 (when premium set) to 50
			33701	Housing Advances	(2,266)	0	2,266	
		Financial Services Total			1,145,068	1,035,698	(109,370)	
	Human Resources/Organisation Development		21110	Human Resources (H/A)	190,903	154,785	(36,118)	Under spend on Legal & Professional Fees £31k. Relocation/Interview Exp underspent by £14k . Zeus overspent by £9k
			21200	Training	58,275	11,022	(47,253)	
			21209	Training - Finance	0	1,951	1,951	
			21210	Training - Legal	0	710	710	
			21223	Training - Property	0	4,215	4,215	
			21231	Training - Arts, Beacon and Tourism	0	35	35	
			21234	Training - Building Control	0	571	571	
			21236	Training - Open Spaces	0	7,102	7,102	
			21237	Training - Refuse & Recycling	0	10,576	10,576	
			21238	Training - Human Resources	0	3,030	3,030	
			38001	Payroll Team H/A	39,182	40,099	917	
			21233	Training - Development Control	0	199	199	
			21235	Training - Environmental Health	0	7,272	7,272	
			21201	Training - Chief Executive	0	899	899	
			21205	Training - Leisure & Environmental Serv	0	125	125	
		Human Resources/Organisation Development Total			288,360	242,591	(45,769)	
	Legal Services		23001	Stationery (H/A)	0	0	0	
			27001	Legal Services	187,436	181,807	(5,629)	
			27300	Land Charges	(63,489)	(102,897)	(39,408)	Increased income of £34k off set by overspend on CCC search fees. Plus £10k under spend on mainframe software.
			27500	Licensing General	9,548	13,919	4,371	
			27501	Public Entertainment Licensing	(125)	(50)	75	
			27502	Small Lotteries Licensing	(3,889)	(3,905)	(16)	
			27508	Taxi Licensing	(22,596)	(30,891)	(8,295)	
			27511	Private Hire Licensing	(20,178)	(19,537)	641	
			27512	Liquor Licensing	(57,345)	(73,035)	(15,690)	
			27513	Gambling Act 2005	(10,788)	(13,121)	(2,333)	
			27544	Gaming Machines	(2,134)	(1,458)	676	
		Legal Services Total			16,440	(49,168)	(65,608)	
	Procurement		22210	Procurement	37,202	26,907	(10,295)	
	Procurement Total				37,202	26,907	(10,295)	
	Property Management		26000	Property H/A	210,983	191,485	(19,498)	

Net to under £20k under/overspend

£100k that was released in September to support the NCL contract for Civic Hall is unspent whilst the use of the building is determined. The remaining saving of £88k is due to inspections carried out that assessed longer asset lives than previously determined.

	<b>26101</b>	North Country Leisure	513,457	325,527	(187,930)		
	<b>26106</b>	Crematorium	0	10,512	10,512		
	<b>26107</b>	Moresby Parks / Beck Green Nursery	0	59,669	59,669		
	<b>26108</b>	Community Buildings	0	1,130	1,130		
	<b>26109</b>	Public Conveniences	0	1,267	1,267		
	<b>26110</b>	Beacon / Museum Store	0	18,804	18,804		
	<b>26113</b>	Miscellaneous Land	0	6,707	6,707		
	<b>26114</b>	Phoenix Court	0	506	506		
	<b>26116</b>	Repair Backlog	0	387	387		
	<b>26122</b>	Wellington Pit Memorial	0	0	0		
	<b>26124</b>	Gillfoot Shaft	0	(1,488)	(1,488)		
	<b>26125</b>	Public Buildings General	219,912	48,895	(171,017)		
	<b>26126</b>	Frizington Medical Group Practice	0	3,542	3,542		
	<b>26112</b>	Miscellaneous Buildings	0	19,671	19,671		
	<b>26128</b>	Cleator Moor Council Centre	0	4,644	4,644		
	<b>26204</b>	Millom Offices	3,293	1,264	(2,029)		
	<b>26210</b>	Cleator Moor Area Office	22,718	2,598	(20,120)		
	<b>26214</b>	Moresby Parks Depot	106,220	108,693	2,473		
	<b>26215</b>	Copeland Centre	1,177,238	1,138,997	(38,241)		
	<b>26217</b>	INSURANCE REPAY LONDON & REGIONAL	0	1	1		
	<b>26221</b>	Coastal Management	35,000	42,163	7,163		
	<b>28100</b>	Land Management	(106,324)	(138,714)	(32,390)		
	<b>28200</b>	Community Buildings	0	(834)	(834)		
	<b>26127</b>	Market hall	0	0	0		
	<b>Property Management Total</b>		<b>2,182,497</b>	<b>1,845,425</b>	<b>(337,072)</b>		
	<b>Resources &amp; Transformation</b>	<b>12010</b> Head of Corporate Resources	82,606	73,035	(9,572)		
	<b>Resources &amp; Transformation Total</b>		<b>82,606</b>	<b>73,035</b>	<b>(9,572)</b>		
	<b>Revenue's and Benefits Shared</b>	<b>38007</b> Revenues and Benefits Shared Service	592,292	590,661	(1,631)		
		<b>38009</b> New Burdon Business Rate Deferral Scheme	0	(5,750)	(5,750)		
	<b>38100</b>	National Non-Domestic Rates	(117,268)	49,437	166,705		
	<b>38200</b>	Council Tax	(78,721)	(55,250)	23,471		
	<b>38300</b>	Council Tax Benefits	40,000	(88)	(40,088)		
	<b>38301</b>	Housing Benefits	(87,300)	(165,809)	(78,509)		
	<b>38305</b>	Local Housing Allowance	0	0	0		
	<b>Revenue's and Benefits Shared Service Total</b>		<b>349,003</b>	<b>413,202</b>	<b>64,199</b>		
	<b>Corporate Resources Total</b>		<b>4,747,801</b>	<b>4,177,448</b>	<b>(570,353)</b>		
	<b>Policy and Transform</b>	<b>Customer Services</b>	<b>25003</b> Copeland Direct	321,826	326,120	4,294	
			<b>29100</b> Concessions	0	768	768	
			<b>38004</b> Cash Collection H/A	82,111	65,043	(17,068)	
	<b>Customer Services Total</b>		<b>403,937</b>	<b>391,932</b>	<b>(12,005)</b>		
	<b>ICT/MIS</b>	<b>25000</b> Management Information Systems	481,688	448,996	(32,692)		
		<b>25001</b> Photocopier H/A	0	0	0		
		<b>25004</b> Mobile Phone H/A	0	0	0		
	<b>ICT/MIS Total</b>		<b>481,688</b>	<b>448,996</b>	<b>(32,692)</b>		
	<b>Performance Management</b>	<b>21114</b> Performance and Transformation	281,265	255,943	(25,322)		
		<b>21115</b> Policy & Scrutiny	36,591	14,107	(22,484)		
		<b>29000</b> Grants and Other Aids	68,410	67,000	(1,410)		
	<b>Performance Management Total</b>		<b>386,266</b>	<b>337,050</b>	<b>(49,216)</b>		
	<b>Policy Development</b>	<b>21350</b> Geographic Information Systems (GIS)	52,854	44,723	(8,131)		
		<b>27002</b> Equality & Diversity AWAZ	6,060	5,800	(260)		
	<b>Policy Development Total</b>		<b>58,914</b>	<b>50,523</b>	<b>(8,391)</b>		
	<b>Resources &amp; Transformation</b>	<b>12011</b> Head Policy & Transformation	72,915	63,736	(9,179)		
	<b>Resources &amp; Transformation Total</b>		<b>72,915</b>	<b>63,736</b>	<b>(9,179)</b>		
	<b>LSP &amp; Localities</b>	<b>11045</b> Localities	7,400	7,400	0		
	<b>LSP &amp; Localities Total</b>		<b>7,400</b>	<b>7,400</b>	<b>0</b>		
	<b>Policy and Transformation Total</b>		<b>1,411,120</b>	<b>1,299,637</b>	<b>(111,483)</b>		
	<b>Chief Executive Total</b>		<b>7,272,973</b>	<b>6,507,436</b>	<b>(765,537)</b>		
	<b>Director of Services</b>	<b>Neighbourhoods</b>	<b>Enforcement</b>	<b>32700</b> Markets	(25,946)	(19,372)	6,574
				<b>32701</b> Dogs Enforcement	7,282	4,977	(2,305)
				<b>32702</b> Licensing Enforcement	81	0	(81)
				<b>32703</b> Other Environmental Enforcement	104,833	112,562	7,729

Works having been less than anticipated. These change from one year to another and are difficult to foresee this coupled with lack of resource due to ill health no cover available the various planned works were not carried out

Only rates pd, no inc. received through the year

U/s on utilities

reduction in expected Legal & Professional costs of £9k together with more than anticipated income of £23k.

The authority will find itself in safety net this financial year for NNDR, principally as a result of appeals lodged; the primary one being from Sellafield Ltd. The potential for this safety net position was highlighted to members when the current year budget was set in February 2013. The financial implications of this a drop in NNDR income (or a cost to the authority) is £165k, which can be funded from the general fund.

Increase in postage costs

This budget was provided in anticipation of the cost the council would incur with the change of Council tax scheme from benefits (fully funded by government) to discount (costs in excess of government grant borne by CBC). However all these transactions take place within the Collection fund and are realised as either a surplus or deficit which is released in the following year, so this budget was not spent in year.

although the authority has paid out more HB than budgeted it has also received more subsidy and recovered previous overpayments to result in a net underspend of £75k

£16k use of EMR - works funded by u/s by another department. Return £16k to EMR, plus u/s in salaries

u/s on salaries

u/s on salaries

	32900	CBC Car Parks	(256,409)	(181,912)	74,497	Income targets not met, over spend rates and water
	32905	On Street DPE Parking	0	(372)	(372)	
<b>Enforcement Total</b>			<b>(170,159)</b>	<b>(84,117)</b>	<b>86,042</b>	
Environmental Health	26005	Flooding & Coastal Defence	45,724	34,415	(11,309)	
	31101	Health & Safety	3,909	2,773	(1,136)	
	31110	Food Hygiene & Private Water Supplies	4,901	(8,092)	(12,993)	
	31204	Environmental Protection	14,688	6,160	(8,528)	
	31801	Peace Time Emergency Planning	5,315	6,844	1,529	
	31900	Works In Default H/A	0	3,087	3,087	
	46202	Environmental Health	559,483	562,388	2,905	
	46203	Corporate Health & Safety	80,187	73,504	(6,683)	
<b>Environmental Health Total</b>			<b>714,207</b>	<b>681,079</b>	<b>(33,128)</b>	
Neighbourhood Management	12013	Head of Neighbourhoods	72,915	71,533	(1,382)	
	46200	Neighbourhood Management	93,748	85,769	(7,979)	
<b>Neighbourhood Management Total</b>			<b>166,663</b>	<b>157,303</b>	<b>(9,360)</b>	
Parks & Open Spaces	32802	Street Scene	216,761	188,632	(28,129)	Savings on Street Lighting £29k, Street Name plates £8k and Electricity £7k offset by overspend on CCTV of £18k
	46201	Open Spaces	119,438	112,377	(7,061)	
	48001	Allotments & Pigeon Lofts	6,789	2,127	(4,662)	
	48002	Sport Pitches	6,493	8,272	1,779	
	48003	Cemeteries	(40,919)	(69,881)	(28,962)	
	48004	Crematorium	(527,983)	(542,270)	(14,287)	
	48005	Trees (GM)	40,559	33,150	(7,409)	
	48006	Play Areas & Teen Spaces	28,384	29,026	642	General comments effecting all
	48007	Nursery	21,069	21,069	0	Salaries overall under spend is £47k
						Transport overall under spend is £23k due to extended contracts so cheaper cost then estimated, no payment on returns either
	48008	Parks and Open Spaces	183,348	185,319	1,971	
	48009	General Landscapes and Misc Works	125,971	89,002	(36,969)	Op Equip/Materials - overall under spend £18k, normally renew equipment at year end but not required this year.
						Additional income received of £43k on Cemeteries, General Landscapes for additional flood works and Home Group for extra works
	48010	Home Group Ltd	(35,664)	(51,841)	(16,177)	carried out above the contract
	48011	County Weedspraying and Grass	(9,040)	(10,183)	(1,143)	Offset by overspends on Intestate funerals £6k and rates £5K
	48012	Parishes and Small Works	(26,007)	(30,509)	(4,502)	
	48013	Home Housing	(5,000)	(11,493)	(6,493)	
	48015	School grounds maintenance	0	0	0	
	49000	Income WASTE	0	0	0	
	48014	Floral Maintenance	7,137	5,131	(2,006)	
<b>Parks &amp; Open Spaces Total</b>			<b>111,336</b>	<b>(42,072)</b>	<b>(153,408)</b>	
Refuse & Recycling	33000	Environmental Cleansing	605,537	610,933	5,396	
	33100	Public Conveniences	18,404	11,003	(7,401)	
	33200	Refuse Collection	689,205	700,796	11,591	
	33202	Refuse - Bulk	(7,136)	2,437	9,573	
	33203	Refuse - Commercial	(46,415)	(31,005)	15,410	
						increase in income from the sale of recycled materials and recycling credits (value decreased but volume increased) also a saving on
	33204	Refuse - Recycling	(27,540)	(87,315)	(59,775)	service costs for materials and bring site
	33205		0	0	0	
	33206	Refuse - Fuel Issues	0	0	0	
	33208	Kerbside Recycling	101,986	83,846	(18,140)	
	33209	Plastic and Cardboard Recycling Scheme	0	5,716	5,716	
	33211	Waste Services - Holding A/C	363,926	370,290	6,364	
						savings on transport costs of £13k, waste processing and equipment of £16k and an increase of £21k in additional recycling credit income,
	33212	Refuse - Green Waste	98,404	64,515	(33,889)	which is offset by redundancy costs of £16k.
	33300	Building Cleaning	15,355	11,522	(3,833)	
<b>Refuse &amp; Recycling Total</b>			<b>1,811,726</b>	<b>1,742,737</b>	<b>(68,989)</b>	
<b>Neighbourhoods Total</b>			<b>2,633,773</b>	<b>2,454,930</b>	<b>(178,843)</b>	
Nuclear, Energy & Pl	31401	Building Control Non Fee Based	113,120	122,807	9,687	
	31402	Building Control Fee Based	(45,035)	(45,035)	(0)	
	31400	Building Control H/A	0	0	0	
<b>Building Control Total</b>			<b>68,085</b>	<b>77,772</b>	<b>9,687</b>	
Development Control	31600	Development Control	41,918	(7,283)	(49,201)	Major u/s being £14k spend on L&P, and £25k u/s on salaries
	31900	Works In Default H/A	0	3,087	3,087	
<b>Development Control Total</b>			<b>41,918</b>	<b>(4,196)</b>	<b>(46,114)</b>	
Nuclear Projects & Programme	12004	Managing Radioactive Waste Safely	0	0	0	
	12014	Head of Nuclear, Energy & Planning	68,196	68,549	353	
	12020	GRID PPA	0	0	0	
	12021	NuGen PPA	0	0	0	
	12022	DONG Energy PPA	0	0	0	
	12023	Sellafield PPA	0	0	0	
	22218	CoNE	0	0	0	Spend is as forecast, funding to EMR - all in year spend funded by in year external receipt
	22201	Nuclear Issues	47,072	164,407	117,335	
	22208	Localism Grants	0	(0)	(0)	
	22215	CAT - Community Asset Transfer	16,700	16,700	0	
	22500	Geological Disposal Facility Grant (GDF)	0	(179,401)	(179,401)	

Nuclear Projects & Programmes Total			131,968	70,255	(61,713)		
Strategic Planning	11002	Planning Policy	269,953	157,129	(112,824)	Less spend on LDF than expected to return to EMR for future year expenditure	
	11003	Environmental Works and Land Reclamation	12,000	12,500	500		
	31500	Conservation General	(2,841)	0	2,841		
Strategic Planning Total			279,112	169,629	(109,483)		
<b>Nuclear, Energy &amp; Planning Total</b>			<b>521,083</b>	<b>313,460</b>	<b>(207,623)</b>		
Regeneration and Co Arts, Beacon & Tourism	32201	Beacon	415,241	397,121	(18,120)		
	32202	Tourist Information Centre	0	2	2		
	32203	Beacon Grants	7,630	9,084	1,454		
Arts, Beacon & Tourism Total			422,871	406,207	(16,664)		
Copeland Community Fund	11040	CCF Development Team	0	0	0		
Copeland Community Fund Total			0	0	0		
Economic Regeneration	11001	Economic Development	152,369	148,827	(3,542)		
	11015	Regeneration Consultancy	0	3,276	3,276		
	11031	Strategy for seaside success	63,085	29,092	(33,993)	Part of 5 year programme, to go back to earmarked reserves	
	11101	Cleator Moor Business Centre	(7,942)	2,250	10,192		
	32560	Arts Development	5,774	5,169	(605)		
Economic Regeneration Total			213,286	188,614	(24,672)		
	32546	Youth Engagement	7,585	7,585	0		
	43020	Health & Sport	27,742	30,549	2,807		
	43030	NCL Contract	440,796	440,726	(70)		
Health and Sports Total			476,123	478,860	2,737		
LABGI	11036	Advertising site Tangier Building	1,500	1,500	(0)		
	11043	Whitehaven Regeneration	5,000	5,000	0		
	11044	Whitehaven THI	17,423	17,423	0		
	11048	LABGI - Enterprise Development	15,000	15,000	0		
LABGI Total			38,923	38,923	(0)		
Regeneration and Community	12012	Head of Regeneration & Community	130,262	85,102	(45,160)	£24k to be returned to EMR, and additional £21k income	
Regeneration and Community Total			130,262	85,102	(45,160)		
Strategic Housing	33605	Housing Strategy	78,501	73,482	(5,019)		
	34201	Private Sector Housing Renewal	108,839	107,742	(1,097)		
	35202	Homelessness	254,597	237,913	(16,684)		
	34202	HOUsing renewal loan	0	0	0		
	34203	HCA Funding	0	0	0		
Strategic Housing Total			441,937	419,138	(22,799)		
Working Neighbourhood Fund	11065	Copeland Apprentice Initiative	72,000	72,000	(0)		
Working Neighbourhood Fund Total			72,000	72,000	(0)		
<b>Regeneration and Community Total</b>			<b>1,795,402</b>	<b>1,688,844</b>	<b>(106,558)</b>		
<b>Director of Services Total</b>			<b>4,950,258</b>	<b>4,457,234</b>	<b>(493,024)</b>		
People and Places	Corporate Director	Corporate Director	12003	Director of Services	128,578	128,328	(250)
		Corporate Director Total			128,578	128,328	(250)
<b>Corporate Director Total</b>			<b>128,578</b>	<b>128,328</b>	<b>(250)</b>		
<b>People and Places Total</b>			<b>128,578</b>	<b>128,328</b>	<b>(250)</b>		
<b>Grand Total</b>			<b>12,351,809</b>	<b>11,092,997</b>	<b>(1,258,812)</b>		
		General Fund Carry Forward Request		42,000	42,000		
			12,351,809	11,134,997	(1,216,812)		

Corporate Team	Department	Cost Centre	Cost Centre Description	Sum of Current Approved Budget 13/142	Sum of Sum of Net Full Year 1-13	Sum of Qrt 3 forecast	Sum of Variance from Out Turn to Qrt 3	
Chief Executive	Chief Executive	22211	Copeland Pride Awards	0	0	0	0	
		12000	Chief Executive	208,980	209,319	209,142	177	
		12001	Chief Exec Prize Award Scheme	0	0	0	0	
		22200	Corporate Management	782,826	727,137	156,724	570,413	£600k pension payment and reduction in audit fee and refund after Q3
		22213	Choosing to Change	(1,962)	0	(47,250)	47,250	Savings target met after Q3
		29200	Subscriptions	12,697	8,369	9,697	(1,328)	
		29500	National Conferences	3,362	650	1,200	(550)	
	<b>Chief Executive Total</b>			<b>1,005,903</b>	<b>945,475</b>	<b>329,513</b>	<b>615,962</b>	
<b>Chief Executive Total</b>				<b>1,005,903</b>	<b>945,475</b>	<b>329,513</b>	<b>615,962</b>	
Communications	Communications	21500	Website Maintenance	9,748	1,650	1,971	(321)	
		22000	Communications (H/A)	98,401	83,226	85,064	(1,838)	
	<b>Communications Total</b>			<b>108,149</b>	<b>84,876</b>	<b>87,035</b>	<b>(2,159)</b>	
<b>Communications Total</b>				<b>108,149</b>	<b>84,876</b>	<b>87,035</b>	<b>(2,159)</b>	
Corporate Director	Corporate Director	12003	Director of Services	128,578	128,328	128,260	68	
	<b>Corporate Director Total</b>			<b>128,578</b>	<b>128,328</b>	<b>128,260</b>	<b>68</b>	
<b>Corporate Director Total</b>				<b>128,578</b>	<b>128,328</b>	<b>128,260</b>	<b>68</b>	
Corporate Resources	Democratic Services/Governance	10001	Democratic Representation	3,030	2,527	3,030	(503)	
		23100	Committee Services	252,746	237,690	248,036	(10,346)	
		23300	Civic & Mayoral	297,042	263,292	281,915	(18,623)	
		23302	Mayors Hospitality Account	2,020	1,183	2,020	(837)	
		23303	Civic Hospitality Account	2,110	1,878	2,510	(632)	
		23304	Leaders Hospitality Account	505	505	505	(0)	
		23305	Memorial Fund	0	437	(4,101)	4,538	
		27100	Elections	49,442	37,950	52,834	(14,884)	
		27200	Electoral Registration	39,730	44,733	43,730	1,003	
		27400	House & Street Naming & Numbering	0	(436)	0	(436)	
	<b>Democratic Services/Governance Total</b>			<b>646,625</b>	<b>589,758</b>	<b>630,479</b>	<b>(40,721)</b>	
	Financial Services	28601	Accountancy Team H/A	487,092	462,863	471,071	(8,208)	
		28700	Audit Team H/A	119,613	76,241	115,713	(39,472)	Over accrual & reduction in days - only charged for 450 days of the anticipated 550 days. Saving predicted has therefore increased
		29201	Subscriptions and Other Miscellaneous	0	474	651	(177)	
		29250	Grants to Parish Councils	82,824	82,819	82,824	(5)	
		29300	Treasury Management	181,199	170,881	179,433	(8,552)	
		29400	Insurances	276,606	242,420	276,606	(34,186)	Insurance saving as a result of negotiating premium on motor due to fall in number of operational vehicles from 91 (when premium set) to 50
		33701	Housing Advances	(2,266)	0	(2,266)	2,266	
	<b>Financial Services Total</b>			<b>1,145,068</b>	<b>1,035,698</b>	<b>1,124,032</b>	<b>(88,334)</b>	
	Human Resources/Organisation D	21110	Human Resources (H/A)	190,903	154,785	179,989	(25,204)	Over forecast on L&P and relocations fees in Qrt 3
		21200	Training	58,275	11,022	50,000	(38,978)	
		21201	Training - Chief Executive	0	899	0	899	
		21205	Training - Leisure & Environmental Serv	0	125	0	125	
		21209	Training - Finance	0	1,951	0	1,951	
		21210	Training - Legal	0	710	0	710	
		21223	Training - Property	0	4,215	0	4,215	
		21231	Training - Arts, Beacon and Tourism	0	35	0	35	
		21233	Training - Development Control	0	199	0	199	
		21234	Training - Building Control	0	571	0	571	
		21235	Training - Environmental Health	0	7,272	0	7,272	
		21236	Training - Open Spaces	0	7,102	0	7,102	
		21237	Training - Refuse & Recycling	0	10,576	0	10,576	
		21238	Training - Human Resources	0	3,030	0	3,030	
		38001	Payroll Team H/A	39,182	40,099	39,182	917	
	<b>Human Resources/Organisation Development Total</b>			<b>288,360</b>	<b>242,591</b>	<b>269,171</b>	<b>(26,580)</b>	
	Legal Services	23001	Stationery (H/A)	0	0	0	0	
		27001	Legal Services	187,436	181,807	191,764	(9,957)	
		27300	Land Charges	(63,489)	(102,897)	(77,188)	(25,709)	Additional inc not forecast - CCC search fees were over estimated by £6k & mainframe software by £7k
		27500	Licensing General	9,548	13,919	9,548	4,371	
		27501	Public Entertainment Licensing	(125)	(50)	(125)	75	
		27502	Small Lotteries Licensing	(3,889)	(3,905)	(3,889)	(16)	
		27508	Taxi Licensing	(22,596)	(30,891)	(21,980)	(8,911)	Inc. projection to budget to Qrt 3, but more inc achieved than projected



Legal Services	27511	Private Hire Licensing	(20,178)	(19,537)	(20,178)	641		
	27512	Liquor Licensing	(57,345)	(73,035)	(57,345)	(15,690)		
	27513	Gambling Act 2005	(10,788)	(13,121)	(10,788)	(2,333)		
	27544	Gaming Machines	(2,134)	(1,458)	(2,134)	676		
<b>Legal Services Total</b>			<b>16,440</b>	<b>(49,168)</b>	<b>7,685</b>	<b>(56,853)</b>		
<b>Procurement</b>	22210	Procurement	37,202	26,907	34,202	(7,295)		
<b>Procurement Total</b>			<b>37,202</b>	<b>26,907</b>	<b>34,202</b>	<b>(7,295)</b>		
<b>Property Management</b>	26000	Property H/A	210,983	191,485	195,201	(3,716)		
	26101	North Country Leisure	513,457	325,527	296,457	29,070	Less spend at y/end than predicted	
	26106	Crematorium	0	10,512	0	10,512		
	26107	Moresby Parks / Beck Green Nursery	0	59,669	0	59,669		
	26108	Community Buildings	0	1,130	0	1,130		
	26109	Public Conveniences	0	1,267	0	1,267		
	26110	Beacon / Museum Store	0	18,804	0	18,804		
	26112	Miscellaneous Buildings	0	19,671	0	19,671		
	26113	Miscellaneous Land	0	6,707	0	6,707		
	26114	Phoenix Court	0	506	0	506		
	26116	Repair Backlog	0	387	0	387		
	26122	Wellington Pit Memorial	0	0	0	0		
	26124	Gillfoot Shaft	0	(1,488)	0	(1,488)		
	26125	Public Buildings General	219,912	48,895	199,912	(151,017)		
	26126	Frizington Medical Group Practice	0	3,542	0	3,542		
	26127	Market hall	0	0	0	0		
	26128	Cleator Moor Council Centre	0	4,644	0	4,644		
	26204	Millom Offices	3,293	1,264	2,173	(909)		
	26210	Cleator Moor Area Office	22,718	2,598	22,718	(20,120)	Proj to budget - hardly any spend here through the yr.	
	26214	Moresby Parks Depot	106,220	108,693	102,296	6,397		
	26215	Copeland Centre	1,177,238	1,138,997	1,177,238	(38,241)	lower utility bills than anticipated	
	26221	Coastal Management	35,000	42,163	14,000	28,163	Budget increased, but projection not updated - spend occurred before y/end	
	28100	Land Management	(106,324)	(138,714)	(113,495)	(25,219)	L&P less than anticipated in Qrt 3	
	28200	Community Buildings	0	(834)	0	(834)		
<b>Property Management Total</b>			<b>2,182,497</b>	<b>1,845,425</b>	<b>1,896,500</b>	<b>(51,075)</b>		
<b>Resources &amp; Transformation</b>	12010	Head of Corporate Resources	82,606	73,035	121,142	(48,108)	Budget virement to C2C in Qrt 4	
<b>Resources &amp; Transformation Total</b>			<b>82,606</b>	<b>73,035</b>	<b>121,142</b>	<b>(48,108)</b>		
<b>Revenue's and Benefits Shared Se</b>	38007	Revenues and Benefits Shared Service	592,292	590,661	592,324	(1,663)		
	38009	New Burdon Business Rate Deferral Scheme	0	(5,750)	0	(5,750)		
	38100	National Non-Domestic Rates	(117,268)	49,437	52,357	(2,920)		
	38200	Council Tax	(78,721)	(55,250)	(78,321)	23,071	Increase in postage costs	
	38300	Council Tax Benefits	40,000	(88)	40,000	(40,088)	This budget was provided in anticipation of the cost the council would incur with the change of Council tax scheme from benefits (fully funded by government) to discount (costs in excess of government grant borne by CBC). However all these transactions take place within the Collection fund and are realised as either a surplus or deficit which is released in the following year, so this budget was not spent in year.	
	38301	Housing Benefits	(87,300)	(165,809)	(87,657)	(78,152)	although the authority has paid out more HB than budgeted it has also received more subsidy and recovered previous overpayments to result in a net underspend of £75k	
<b>Revenue's and Benefits Shared Service Total</b>			<b>349,003</b>	<b>413,202</b>	<b>518,703</b>	<b>(105,501)</b>		
<b>Corporate Resources Total</b>			<b>4,747,801</b>	<b>4,177,448</b>	<b>4,601,914</b>	<b>(424,466)</b>		
<b>Neighbourhoods</b>	<b>Enforcement</b>	32700	Markets	(25,946)	(19,372)	(21,578)	2,206	
		32701	Dogs Enforcement	7,282	4,977	6,551	(1,574)	
		32702	Licensing Enforcement	81	0	81	(81)	
		32703	Other Environmental Enforcement	104,833	112,562	114,299	(1,737)	
		32900	CBC Car Parks	(256,409)	(181,912)	(197,102)	15,190	Less income received than expected
		32905	On Street DPE Parking	0	(372)	(216)	(156)	
<b>Enforcement Total</b>			<b>(170,159)</b>	<b>(84,117)</b>	<b>(97,965)</b>	<b>13,848</b>		
<b>Environmental Health</b>	26005	Flooding & Coastal Defence	45,724	34,415	50,724	(16,309)	use of coastal reserve at year end to support Bellwin claim	
	31101	Health & Safety	3,909	2,773	3,859	(1,086)		
	31110	Food Hygiene & Private Water Supplies	4,901	(8,092)	1,263	(9,355)		
	31204	Environmental Protection	14,688	6,160	12,688	(6,528)		
	31801	Peace Time Emergency Planning	5,315	6,844	6,496	348		
	31900	Works In Default H/A	0	6,174	(568)	6,742		
	46202	Environmental Health	559,483	562,388	558,145	4,243		
	46203	Corporate Health & Safety	80,187	73,504	78,794	(5,290)		
<b>Environmental Health Total</b>			<b>714,207</b>	<b>684,166</b>	<b>711,401</b>	<b>(27,235)</b>		
<b>Neighbourhood Management</b>	12013	Head of Neighbourhoods	72,915	71,533	73,552	(2,019)		
	46200	Neighbourhood Management	93,748	85,769	88,151	(2,382)		
<b>Neighbourhood Management Total</b>			<b>166,663</b>	<b>157,303</b>	<b>161,703</b>	<b>(4,400)</b>		

<b>Parks &amp; Open Spaces</b>		46201	Open Spaces	119,438	112,377	121,308	(8,931)	Actual on Street Lighting £20k less & Street name plates £3k less than projection	
		48001	Allotments & Pigeon Lofts	6,789	2,127	3,937	(1,810)		
		48002	Sport Pitches	6,493	8,272	6,493	1,779		
		48003	Cemeteries	(40,919)	(69,881)	(59,891)	(9,990)		
		48004	Crematorium	(527,983)	(542,270)	(492,002)	(50,268)	£34k extra income than projected at Qrt 3, over estimated on various details by small amounts totalling £12k and £28k saving on Cameo payment	
		48005	Trees (GM)	40,559	33,150	41,059	(7,909)		
		48006	Play Areas & Teen Spaces	28,384	29,026	28,384	642		
		48007	Nursery	21,069	21,069	21,069	0		
		48008	Parks and Open Spaces	183,348	185,319	146,593	38,726	Difference is a proposed c/f at Qrt 4	
		48009	General Landscapes and Misc Works	125,971	89,002	109,757	(20,755)	additional flood works income	
		48010	Home Group Ltd	(35,664)	(51,841)	(38,664)	(13,177)		
		48011	County Weedspraying and Grass	(9,040)	(10,183)	(9,040)	(1,143)		
		48012	Parishes and Small Works	(26,007)	(30,509)	(26,007)	(4,502)		
		48013	Home Housing	(5,000)	(11,493)	(13,492)	1,999		
		48014	Floral Maintenance	7,137	5,131	5,931	(800)		
<b>Parks &amp; Open Spaces Total</b>				<b>111,336</b>	<b>(42,072)</b>	<b>57,538</b>	<b>(99,610)</b>		
<b>Refuse &amp; Recycling</b>		33205	Refuse - Pool operator	0	0	0	0		
		33000	Environmental Cleansing	605,537	610,933	603,899	7,034		
		33100	Public Conveniences	18,404	11,003	11,542	(539)		
		33200	Refuse Collection	689,205	700,796	689,736	11,060		
		33202	Refuse - Bulk	(7,136)	2,437	5,272	(2,835)		
		33203	Refuse - Commercial	(46,415)	(31,005)	(39,084)	8,079		
		33204	Refuse - Recycling	(27,540)	(87,315)	(59,126)	(28,189)	Savings on Bringsite Servicing and Equipment £17k and additional income from sale of materials and recycling credits £11k	
		33206	Refuse - Fuel Issues	0	0	0	0		
		33208	Kerbside Recycling	101,986	83,846	81,832	2,014		
		33209	Plastic and Cardboard Recycling Scheme	0	5,716	5,766	(50)		
		33211	Waste Services - Holding A/C	363,926	370,290	364,611	5,679		
		33212	Refuse - Green Waste	98,404	64,515	51,836	12,679		
		33300	Building Cleaning	15,355	11,522	15,421	(3,899)		
<b>Refuse &amp; Recycling Total</b>				<b>1,811,726</b>	<b>1,742,737</b>	<b>1,731,705</b>	<b>11,032</b>		
<b>Neighbourhoods Total</b>				<b>2,633,773</b>	<b>2,458,016</b>	<b>2,564,382</b>	<b>(106,366)</b>		
<b>Nuclear, Energy &amp; Planni</b>		<b>Building Control</b>		31403	8 Market Place	0	0	0	
		31400	Building Control H/A	0	0	0	0		
		31401	Building Control Non Fee Based	113,120	122,807	120,886	1,921		
		31402	Building Control Fee Based	(45,035)	(45,035)	(46,042)	1,007		
<b>Building Control Total</b>				<b>68,085</b>	<b>77,772</b>	<b>74,844</b>	<b>2,928</b>		
<b>Development Control</b>		31600	Development Control	41,918	(7,283)	23,108	(30,391)	Receipt of large fee in Qrt4 & salaries less than anticipated	
		31601	Dilapidated Buildings	0	(0)	0	(0)		
<b>Development Control Total</b>				<b>41,918</b>	<b>(7,283)</b>	<b>23,108</b>	<b>(30,391)</b>		
<b>Nuclear Projects &amp; Programmes</b>		22218	CoNE	0	0	0	0		
		12004	Managing Radioactive Waste Safely	0	0	0	0		
		12014	Head of Nuclear, Energy & Planning	68,196	68,549	68,929	(380)		
		12020	GRID PPA	0	0	0	0		
		12021	NuGen PPA	0	0	0	0		
		12022	DONG Energy PPA	0	0	(7,996)	7,996		
		12023	Sellafield PPA	0	0	0	0		
		22201	Nuclear Issues	47,072	164,407	47,603	116,804		
		22208	Localism Grants	0	(0)	0	(0)		
		22215	CAT - Community Asset Transfer	16,700	16,700	16,700	0		
		22500	Geological Disposal Facility Grant (GDF)	0	(179,401)	(178,546)	(855)		
<b>Nuclear Projects &amp; Programmes Total</b>				<b>131,968</b>	<b>70,255</b>	<b>(53,310)</b>	<b>123,565</b>		
<b>Strategic Planning</b>		11002	Planning Policy	269,953	157,129	175,713	(18,584)		
		11003	Environmental Works and Land Reclamation	12,000	12,500	12,000	500		
		31500	Conservation General	(2,841)	0	0	0		
<b>Strategic Planning Total</b>				<b>279,112</b>	<b>169,629</b>	<b>187,713</b>	<b>(18,084)</b>		
<b>Nuclear, Energy &amp; Planning Total</b>				<b>521,083</b>	<b>310,373</b>	<b>232,355</b>	<b>78,018</b>		
<b>Policy and Transformati</b>		<b>Customer Services</b>		25003	Copeland Direct	321,826	326,120	319,579	6,541
		29100	Concessions	0	768	768	0		
		38004	Cash Collection H/A	82,111	65,043	71,481	(6,438)		
<b>Customer Services Total</b>				<b>403,937</b>	<b>391,932</b>	<b>391,828</b>	<b>104</b>		
<b>ICT/MIS</b>		25000	Management Information Systems	481,688	448,996	463,531	(14,535)		
		25001	Photocopier H/A	0	0	0	0		
		25004	Mobile Phone H/A	0	0	0	0		
<b>ICT/MIS Total</b>				<b>481,688</b>	<b>448,996</b>	<b>463,531</b>	<b>(14,535)</b>		
<b>LSP &amp; Localities</b>		11045	Localities	7,400	7,400	7,400	0		

Policy and Transformation		LSP & Localities Total		7,400	7,400	7,400	0
							Budget increased from £50k to £100k, but projection not altered - also further u/s in salaries than projected
	<b>Performance Management</b>	21114	Performance and Transformation	281,265	255,943	192,341	63,602
		21115	Policy & Scrutiny	36,591	14,107	27,641	(13,534)
		29000	Grants and Other Aids	68,410	67,000	68,410	(1,410)
	<b>Performance Management Total</b>			<b>386,266</b>	<b>337,050</b>	<b>288,392</b>	<b>48,658</b>
	<b>Policy Development</b>	21350	Geographic Information Systems (GIS)	52,854	44,723	52,854	(8,131)
		27002	Equality & Diversity AWAZ	6,060	5,800	6,060	(260)
	<b>Policy Development Total</b>			<b>58,914</b>	<b>50,523</b>	<b>58,914</b>	<b>(8,391)</b>
	<b>Resources &amp; Transformation</b>	12011	Head Policy & Transformation	72,915	63,736	70,032	(6,296)
	<b>Resources &amp; Transformation Total</b>			<b>72,915</b>	<b>63,736</b>	<b>70,032</b>	<b>(6,296)</b>
<b>Policy and Transformation Total</b>				<b>1,411,120</b>	<b>1,299,637</b>	<b>1,280,097</b>	<b>19,540</b>
<b>Regeneration and Comm</b>	<b>Arts, Beacon &amp; Tourism</b>	32201	Beacon	415,241	397,121	323,784	73,337
		32202	Tourist Information Centre	0	2	0	2
		32203	Beacon Grants	7,630	9,084	7,630	1,454
	<b>Arts, Beacon &amp; Tourism Total</b>			<b>422,871</b>	<b>406,207</b>	<b>331,414</b>	<b>74,793</b>
	<b>Copeland Community Fund</b>	11040	CCF Development Team	0	0	(17,468)	17,468
	<b>Copeland Community Fund Total</b>			<b>0</b>	<b>0</b>	<b>(17,468)</b>	<b>17,468</b>
	<b>Economic Regeneration</b>	11001	Economic Development	152,369	148,827	152,369	(3,542)
		11015	Regeneration Consultancy	0	3,276	3,277	(1)
		11031	Strategy for seaside success	63,085	29,092	21,000	8,092
		11056	Tourism	0	0	(2,606)	2,606
		11101	Cleator Moor Business Centre	(7,942)	2,250	3,267	(1,017)
		32560	Arts Development	5,774	5,169	5,774	(605)
	<b>Economic Regeneration Total</b>			<b>213,286</b>	<b>188,614</b>	<b>183,081</b>	<b>5,533</b>
	<b>Health and Sports</b>	11005	Joint Health Improvement	0	(0)	0	(0)
		32546	Youth Engagement	7,585	7,585	7,585	0
		43020	Health & Sport	27,742	30,549	30,725	(176)
		43030	NCL Contract	440,796	440,726	414,726	26,000
	<b>Health and Sports Total</b>			<b>476,123</b>	<b>478,860</b>	<b>453,036</b>	<b>25,824</b>
	<b>LABGI</b>	11036	Advertising site Tangier Building	1,500	1,500	(16,500)	18,000
		11043	Whitehaven Regeneration	5,000	5,000	5,000	0
		11044	Whitehaven THI	17,423	17,423	17,423	0
		11048	LABGI - Enterprise Development	15,000	15,000	15,000	0
	<b>LABGI Total</b>			<b>38,923</b>	<b>38,923</b>	<b>20,923</b>	<b>18,000</b>
	<b>Regeneration and Community</b>	12012	Head of Regeneration & Community	130,262	85,102	62,775	22,327
	<b>Regeneration and Community Total</b>			<b>130,262</b>	<b>85,102</b>	<b>62,775</b>	<b>22,327</b>
	<b>Strategic Housing</b>	34202	HOUsing renewal loan	0	0	0	0
		33605	Housing Strategy	78,501	73,482	74,796	(1,314)
		34201	Private Sector Housing Renewal	108,839	107,742	110,679	(2,937)
		34203	HCA Funding	0	0	0	0
		35202	Homelessness	254,597	237,913	220,248	17,665
	<b>Strategic Housing Total</b>			<b>441,937</b>	<b>419,138</b>	<b>405,723</b>	<b>13,415</b>
	<b>Working Neighbourhood Fund</b>	11065	Copeland Apprentice Initiative	72,000	72,000	47,000	25,000
	<b>Working Neighbourhood Fund Total</b>			<b>72,000</b>	<b>72,000</b>	<b>47,000</b>	<b>25,000</b>
<b>Regeneration and Community Total</b>				<b>1,795,402</b>	<b>1,688,844</b>	<b>1,486,484</b>	<b>202,360</b>
<b>Grand Total</b>				<b>12,351,809</b>	<b>11,092,997</b>	<b>10,710,040</b>	<b>382,957</b>
			From GF carry forward for Democratic services	0	12,000	0	12,000
			From GF carry forward for RBS	0	30,000	0	30,000
<b>Grand Total following adjustments</b>				<b>12,351,809</b>	<b>11,134,997</b>	<b>10,710,040</b>	<b>424,957</b>
			Change in spend Q3 -Q4				424,957
			Change in budget Q3-Q4				(694,000)
			Change in underpend Q3 - Q4				(269,043)

Budget &amp; associated spend on refurbishment approved after Qrt 3

Fee income vired to HofS cost centre in Qrt 4

budget increase not forecast at Qrt3 C/F request in for £23k in Qrt 4

£21k of income not projected against in Qrt 3 (part vired from CCF cost centre)

Unused funding at Qrt4 moved to 14/15 as project extends over 1yr

## Appendix C 2013/14 Revenue Outturn Report

### WRITE OFFS 2013/14

**EXECUTIVE MEMBER:** Councilor Gillian Troughton  
**LEAD OFFICER:** Darienne Law – Interim Manager  
**REPORT AUTHOR:** Ann Treble – Financial & Treasury Management Accountant

#### WHAT BENEFITS WILL THESE PROPOSALS BRING TO COPELAND RESIDENTS

The council proactively manages its debts and works with its debtors to work out appropriate payment plans. However sometimes it is not possible to recover debts due to the circumstances of the debtor.

It is good practice to write off such debts that are irrecoverable. Debts may become irrecoverable for a variety of reasons. The most common to this Authority being bankruptcy of individuals, bankruptcy of trading individuals/partnerships and often the most costly, the liquidation of companies, which arises when a company is forced to cease trading as it is no longer solvent.

#### **WHY HAS THIS REPORT COME TO THE EXECUTIVE? (NB. This report will be ‘merged’ with the Budget Monitoring Report)**

**(eg Key Decision, Policy recommendation for Full Council, at request of Council, etc.)**

All avenues to recover these debts have been exhausted and therefore write off is required, which must be approved in accordance with the Council’s Scheme of Delegation and a summary report to Executive. This is the report from 1 January 2014 to 31 March 2014.

#### **RECOMMENDATION:**

The Executive formally approves the write off of the debt totaling £37,600.22 for the period 1 January to 31 March 2014, as set out in Paragraphs 1.3 and 1.4.

### **1. INTRODUCTION**

1.1 Under the Council’s Scheme of Delegation, the following limits for write offs apply:-

- Head of Corporate Resources – authorised to write off debts due to the Council not exceeding £50,000.

Once write offs are approved, a summary must be reported to Executive, this report is that summary.

- Executive must authorise all write offs above £50,000

1.2 £20,146.47 is being written off in respect of debts where the debtor is bankrupt or the company dissolved. The number of accounts written off for this reason is 25 this period and a total of 92 in year (compared to 99 during the whole of the Financial Year 2012/13).

1.3 The remaining balance of £17,453.75 is being written off for a variety of reasons including where:-

- the debtor has absconded without trace or
- the debtor has died without any estate or
- the debt is uneconomical to pursue

1.4 A summary of the position for the dates 1 January to 31 March 2014

Type of Charge	Number of Accounts 1.01.14 to 31.3.14	Amount Written Off 1.01.14 to 31.3.14
Council Tax	23	9,875.56
National Non Domestic Rates	4	6,369.25
Housing Benefit Overpayments	37	9,810.62
Sundry Debt	33	11,544.79
<b>Total</b>	<b>97</b>	<b>37,600.22</b>

Cumulative 1 April 2013 - 31 March 2014 and the Financial Year 2012/13 read as follows:-

Type of Charge	Number of Accounts 1.04.13 to 31.1.14	Amount Written Off 1.04.13 to 31.1.14	Number of Accounts 2012/13	Amount Written Off 2012/13
Council Tax	144	57,206.12	93	62,978.34
National Non Domestic Rates	12	31,417.04	82	558,432.15
Housing Benefit Overpayments	105	21,506.66	71	27,261.13
Sundry Debt	61	18,582.32	61	17,959.16
<b>Total</b>	<b>322</b>	<b>128,712.14</b>	<b>307</b>	<b>666,630.78</b>

## 2. DETAIL

2.1 Of the amount approved for write off the Council bears a different proportion depending on the type of debt as set out below:-

Of the amount approved for write off the Council bears a different proportion depending on the type of debt as set out below:-

- Previously Central Government bore the full cost of Non Domestic Rate write-offs, but under the new regime this year, Copeland will bear the full cost up to the value of the safety net i.e. a maximum £165k 'loss' in any year.
- Debts in respect of Council Tax total fall on the Collection Fund, of which any surplus or deficit is shared by the relevant authorities in the ratio of their precepts on the Collection Fund in the previous year. This ratio for 2013/14

could mean that the amount of debt falling to Copeland Borough Council would be 11.63% or circa £6.7k to date.

- iii. The remaining debt in respect of housing benefit overpayments and sundry debts) falls completely on the Council.

The bad debt write-offs in respect of housing benefit overpayments are charged to the housing benefits cost centre. Write-offs in respect of sundry debts are charged back to the service cost centre which received the benefit of the debtor income when it was originally raised.

- 2.2 A summary of the position for the Financial Year 2013/14 at provisional out turn, of debts falling due to CBC under current legislation and under new legalisation:

Type of Charge	Total Debt	Debt Falling to CBC in Current Year
Council Tax	57,206.12	6,653.07
National Non Domestic Rates	31,417.04	*31,417.04
Housing Benefit Overpayments	21,506.66	21,506.66
Sundry Debt	18,582.32	18,582.32
<b>Total</b>	<b>128,712.14</b>	<b>78,159.09</b>

\*- subject to safety net CBC will fund all NNDR loss up to a maximum of safety net level of £165k

### 3 CURRENT DEBT MANAGEMENT ARRANGEMENTS

#### 3.1 Recovery

The recovery of arrears of Council Tax, National Non Domestic Rates, Housing Benefit. Overpayments and Sundry Debts are all handled differently as Legislation dictates. However, in all cases reminders are issued within 6 weeks of the payment becoming due, and where a Liability Order is obtained from the Magistrates Court and no contact has been made with the Recovery Section to make an agreement to pay the case will be issued to a bailiff for collection a month after the Order has been granted.

#### 3.2 Insolvency

There are various forms of insolvency, depending upon the type of business concerned. For companies, there are voluntary or compulsory liquidations, administration orders and receiverships. For individual traders there is bankruptcy.

When an individual or a company becomes insolvent a liquidator or trustee is appointed to distribute any assets amongst the creditors. Assets are applied first to the expenses of the liquidation, second in meeting preferential debts, and third, in payment of general creditors or unsecured debts, examples of which are Council Tax and NNDR.

The Council is debarred from pursuing normal methods of recovery, such as distress, in cases of insolvency, and so must write-off the debt as irrecoverable. Any subsequent dividends paid in respect of outstanding Council Tax and NNDR are dealt with by re-debiting the appropriate rate account with a corresponding sum.

Some businesses also cease trading without formal insolvency procedures being undertaken. Their debts are written off if they have no assets.

### 3.3 Absconded debtors

All cases submitted for write-off have been returned by the Council's bailiffs as 'Gone Away – Unable to Trace'. In addition, where appropriate, the following checks are undertaken when attempting to trace an absconded ratepayer: -

- (a) local enquiries are made by the Council's Visiting Inspector.
- (b) checks are made with internal records, such as Council Tax, Benefits and Electoral Registration.
- (c) enquiries, although heavily restricted by Data Protection legislation, may be made with other utilities, e.g. water, electricity, gas, B.T.
- (d) estate agents, solicitors, managing agents may be contacted.
- (e) various other avenues may be followed, such as contact with ex-landlords, family, ex-employers, other local authorities etc.

Such requests for information are made on a voluntary basis only, there being no requirement for respondents to supply the Council with information.

All the cases listed are ceased accounts whose liability has been ended.

### 3.4 Deceased debtors

Bills for outstanding Council Tax or NNDR are sent to the Executors of deceased persons, but the Council Tax and NNDR regulations prevent the Council from pursuing recovery through the Magistrates Court in cases of non-payment. Cases are therefore put forward for write off and will include cases where the debtor has died leaving no assets.

### 3.5 Recommendation for write off

Approving recommendations to write-off bad debts, is an internal accounting decision based on recommended good practice by the Audit Commission. The debtor is still liable for the amount outstanding and recovery action can be resumed if circumstances change.

## RESERVES - GENERAL FUND

Appendix D EXEC 270514

	2012/13	2013/14			Balance Carried forward
	Balance Carried forward	Additions in Year	Released from GF in Year	Released to GF in year	
	£	£	£		£
<b><u>General Fund Risk Based</u></b>	-2,180,000				-2,180,000
Use Pension deficit			180,000		180,000
<b><u>General Fund Unallocated</u></b>	-1,065,030	-961,500	128,000	-343,700	-2,242,230
Use Pension deficit			420,000		420,000
<b>Total General Fund</b>	<b>-3,245,030</b>	<b>-961,500</b>	<b>728,000</b>	<b>-343,700</b>	<b>-3,822,230</b>



**EARMARKED RESERVES 2013/14**

Cost Centre	Description	Purpose	Approval	2012/13	2013/14			
				Balance as at 31 March 2013	Contributions in year	Planned utilisation	Release to General Fund	Balance as at 31 March 2014
80305	<b>CHIEF EXECUTIVE</b> Transformation Fund (formerly Choosing to Change)	Reserve created from £100,000 transferred from balances 2009/10, £455,000 2010/11 service reviews and the transfer of unused earmarked reserve balances totalling £1.083m in December 2010. Funds the Council's Choosing to Change programme of service reviews.	Executive 22/12/10	-872,595		100,000	100,000	-672,595
	<b>TOTAL</b>			-872,595	0	100,000	100,000	-672,595
	<b>POLICY &amp; TRANSFORMATION</b>							
	<b>TOTAL</b>			0	0	0	0	0
	<b>CORPORATE RESOURCES</b>							
80298	Budget Carry Forwards	Carry forwards approved by the Executive as part of the 2012/13 and 2013/14 out-turn.	Exec 31/5/11	-615,481	-572,233	615,481		-572,233
80148	Revenues & Benefits Shared Service	To provide funds to address any performance issues and implementation on the Revenues and Benefits Shared Service, which are subject to ongoing negotiations with the Shared Service.	Exec 30/05/07	-65,392				-65,392
80024	Mayors Charity Bequest	To be used for specific purposes approved by the Mayor. Balances relate to former mayors charities and do not relate to the current mayors charity account	Transfers carried out in 2007/08 & 2008/09	-12,967				-12,967
80230	Members Induction	Set aside from 2007-08 outturn as a contribution to a round of member personal development plans facilitated by NWE0, scheduled for June 2008	Exec 12/08/08	-10,000			5,000	-5,000
80326	Corporate IT Reserve	New Reserve for Corporate IT needs/Business continuity (from 80077 & 80230 above)		-210,402		0		-210,402
80178	Elections Fund	£10k is set aside each year to smooth the costs of district council elections.	Exec 30/07/07	-16,240	-20,000			-36,240
80196	Asset Management Enabling Fund	To fund costs of property disposal e.g marketing, ground surveys These are classed as revenue and so cannot be funded from capital receipts. When set up this was to be maintained at £75k, to be topped up from deminimis receipts (less than £10k) which are classified as revenue.	Set up prior to 31 March 2006	-39,177				-39,177
80332	Land Management - 50k	To provide funds for Land Management issues on a contingency basis for the Council's liabilities on its own land where subsidence occurs. This was previously held in the capital programme; however the types of expenditure are for fencing, monitoring of movement and barrier shrub planting and are not eligible for capital financing and there is currently no provision in the Revenue budget.			-50,000			-50,000
80208	PFI Non Conformance Incidents	To meet costs of minor works and contract changes for the Copeland Centre. This for changes outside the scope of the PFI contract and so additional to the budget for the unitary payment. This reserve is built up from performance deductions against the unitary payment made to London & Regional.	Additional £39.4k agreed Exec 29/06/10	-17,586				-17,586
80320	NCL Contract	To provide funds for repairs and maintenance 2012/13	Exec 20/12/11	-120,854		3,340		-117,514
80137	Environmental Insurance Reserve	Balance on the Environmental Insurance Reserve from GF risk-based reserve	Exec. 20/12/11	-90,000				-90,000
80205	Coastal Management	Created from the merger of 3 x GF risk based reserves - Sea Walls, North Shore, Environmental Warranty and part of the Environmental Insurance Reserve. Change Board 27/11/13 agreed to give up Sea Walls Reserve with future funded to come from Coastal Mgt if required	Exec. 20/12/11	-245,649		55,000		-190,649
80207	PFI Reserve (former Sinking Fund)	Built up from annual contributions from the revenue budget to smooth payments for the PFI scheme over 25 years. Annual contribution from the revenue budget which should be increased by inflation each year.	Reclassified following RPWG 12/04/12	-1,616,248	-158,120	7,000		-1,767,368
80204	Pheonix Court (former Sinking Fund)	Set up to smooth maintenance costs for this enterprise centre. Contributions formerly £3,000 p.a but no made since 2005/06	Reclassified following RPWG 12/04/12	-12,609				-12,609
80189	Sea Walls (former Sinking Fund)	Started in 2009/10 to build up a fund to pay for works to sea defences. Annual budget contribution £9,270.	Reclassified following RPWG 12/04/12	-9,270			9,270	0

**EARMARKED RESERVES 2013/14**

Cost Centre	Description	Purpose	Approval	2012/13	2013/14			
				Balance as at 31 March 2013	Contributions in year	Planned utilisation	Release to General Fund	Balance as at 31 March 2014
80325	Compensation payments for community asset transfers	Created to meet Authority's potential need to compensate private landowners for delayed disposal of their assets under the Localism Act (needs to be retained at £20k - maximum call in any 1 year)	Exec 18 Dec 2012 (unallocated and risk based reserves)	-20,000				-20,000
80324	Howbank	Created to meet potential costs of rehousing people at howbank following collapse of shaft Nov 2012	Exec 18 Dec 2012 (unallocated and risk based reserves)	-20,000				-20,000
80327	MMI	Created to meet Authority's potential liability from winding up of previous insurer, triggered Nov 2012	Exec 18 Dec 2012 (unallocated and risk based reserves)	-372,405				-372,405
80322	Universal Credit Implications - Revs and Bens	Created to meet the Authority's liability regarding employees redundancy as staff cannot be TUPEd under the changes regarding the introduction of Universal Credit.	Exec 18 Dec 2012 (unallocated and risk based reserves)	-200,000			50,000	-150,000
80329	Welfare Support		Exec 28 May 2013	-200,000		130,000	40,000	-30,000
	<b>TOTAL</b>			<b>-3,894,280</b>	<b>-800,353</b>	<b>810,821</b>	<b>104,270</b>	<b>-3,779,542</b>
	<b>REGENERATION &amp; COMMUNITIES</b>							
80296	Dilapidated Buildings	From 2008-09 outturn, to address derelict and dilapidated buildings. This will provide 'seed' funding to recover costs of work in default.	Exec 30/06/09	-33,966	-3,834			-37,800
80319	Housing Strategy	To fund the 5-yearly Housing Stock Condition Survey	Exec 20/12/11	-10,000	-10,000			-20,000
80308	Homelessness Repossession Fund	For activity to reduce repossessions and homelessness	Exec 29/06/10	-22,589				-22,589
80315	Copeland Seaside Coastal Park	For coastal regeneration programme as outlined in Copeland Regeneration report to Exec on 29/06/10.	Exec 29/06/10	-131,864		10,937		-120,927
80197	Working Neighbourhoods	To support Copeland Regeneration Plan.	Exec 12/08/08 and 22/09/09	-72,456		72,456		0
80339	Enabling Growth Strategy				-74,000			-74,000
80177	Beacon Museum Exhibits	To use (often as match funding) to purchase items for the Beacon museum collection	Precedes 2005/06	-21,014			10,000	-11,014
80341	Beacon Collection Conservation (CBC)				-6,699			-6,699
80283	Beacon (former Sinking Fund)	Set up as part of the agreements with funding partners to ensure that the Beacon is continually upgraded. The fund has been built up from annual revenue budget surpluses generated at the Beacon	Reclassified following RPWG 12/04/12	-162,774	-29,157	104,150		-87,781
	<b>TOTAL</b>			<b>-454,663</b>	<b>-123,690</b>	<b>187,543</b>	<b>10,000</b>	<b>-380,810</b>

**EARMARKED RESERVES 2013/14**

Cost Centre	Description	Purpose	Approval	2012/13	2013/14			
				Balance as at 31 March 2013	Contributions in year	Planned utilisation	Release to General Fund	Balance as at 31 March 2014
	<b>NEIGHBOURHOODS</b>							
80046	Crematorium Donations	Donations from the public via a collection box at the Crematorium made specifically for the purpose of maintaining the crematorium and are ringfenced for that purpose.	No approval	-5,256	-250	775		-4,731
80302	Proceeds from Tmac Levy (formally CAMEO tax)	Balance of proceeds from CAMEO tax to be used to fund replacement cremators & mercury abatement.	Exec 29/06/10	-104,508	-44,807	22,633		-126,682
80206	Recycling	Balance from the Recycling Sinking Fund transferred to earmarked reserves. Used for equipment purchase	Exec 20/12/11	-43,784		7,000		-36,784
80198	Bin Replacement Reserve (former Sinking Fund)	Set up in 2003 to fund the provision/replacement of wheelie bins. Funded from ad-hoc underspends within the revenue budget. Last revenue contribution £44,000 2007/08.	2003/04	-146,262		20,000	30,000	-96,262
80193	Catherine Street Car Park	Set up as part of an agreement with Cumbria CC who released the land for the Sports Centre car park. Contributions are made from the revenue budget annually (£5,150) to fund maintenance works at the car park.	Reclassified following RPWG 12/04/12	-77,011	-5,566	1,000		-81,577
80342	Copeland Car Parks	To fund maintenance works for CBC car parks	Exec 21/2/13		-20,000			-20,000
80203	Crematorium Sinking Fund	Set up to fund improvements to the car park at the Crematorium. Contributions are made annually to the fund equivalent to £10 per cremation	Reclassified following RPWG 12/04/12	-30,290	-9,500			-39,790
80343	Knot Weed	Proposed this report for the treatment over 3-4 year period of knotweed on Council land (from gf unallocated)	Exec 13/02/2014	0	-20,000			-20,000
	<b>TOTAL</b>			<b>-407,111</b>	<b>-100,123</b>	<b>51,408</b>	<b>30,000</b>	<b>-425,826</b>
	<b>NUCLEAR PLANNING AND ENERGY</b>							
80127	Local Development Framework	To fund Local Delivery Framework. Revenue Budget report to Exec 17/02/09 App G. Further £20k carry forward from 09/10 to support LDF, planning enforcement and conservation planning advice.	Council 24/02/09 Exec 24/01/10	-93,619	-31,420			-125,039
80314	Planning Policy- Habitat Evaluation	To meet duties to assess impact of developments on natural habitats. This is from un-ringfenced Habitat Directives grant	Exec 29/06/10	-33,670				-33,670
80180	Dangerous Structures	Transferred from GF risk based reserve	Exec 20/12/11	-17,403				-17,403
80274	Development Control - Application Support	To support costs of major planning applications, as required.	Exec 27/05/08 & 12/08/08	-25,758			5,000	-20,758
80294	Building Control - Charges Regulations 2010	This is the balance from £110k carried forward from 2007-08 from salaries underspend, for service improvements.	Exec 27/05/08 & 12/08/08	-20,086		5,000		-15,086
80273	Development Control - Enforcement	Provides funding for 2 years up to 2011-12 for an enforcement officer.	Exec 27/05/08 & 12/08/08	-11,373				-11,373
80171	Planning for Nuclear	Assist in the future funding of Nuclear activities	Executive 16/2/10 (6,262), Council 1/12/11 (19,361), Executive May 2013	-133,906	-150,339	44,000	30,000	-210,245
80328	Weddicar Planning	Created to defend planning decision made re windfarm in 2012	Exec 18 Dec 2012 (unallocated and risk based reserves)	-207,100		142,670	64,430	0
	<b>TOTAL</b>			<b>-542,915</b>	<b>-181,759</b>	<b>191,670</b>	<b>99,430</b>	<b>-433,574</b>
	<b>GRAND TOTAL</b>			<b>-6,171,564</b>	<b>-1,205,925</b>	<b>1,341,442</b>	<b>343,700</b>	<b>-5,692,347</b>