

## CAPITAL PROGRAMME 2011/12– OUT TURN REPORT

**EXECUTIVE MEMBER:** Councillor Gillian Troughton

**LEAD OFFICER:** Joanne Wagstaffe – Director of Resources and Transformation

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

### WHY HAS THIS REPORT COME TO THE COUNCIL?

To inform Council of the provisional capital out turn position for the Capital Programme 2011/12.

#### RECOMMENDATION:

Council are asked to the following:

- I. Formally approve amendments to the budget as detailed in paragraphs 2.5 and 2.6 which were previously notified to Members during the year.
- II. Formally approve the virement from Energy Efficiencies budget under Corporate Resources to North Country Leisure (NCL) budget under Regeneration and Communities as detailed in paragraph 4.3.2, and within the Cliff Stabilisation Works as detailed in paragraph 4.3.4.
- III. Approve the provisional out turn (subject to audit) as detailed in Table 1 paragraph 3.1
- IV. Approve the carry forwards of £303,707 as detailed in Table 1 and paragraph 4.
- V. Approve the financing of the capital programme for 2011/12 as set out in Table 2 paragraph 5.1
- VI. Approve the addition to the 2012/13 capital programme of £80,000 for Moor Row Playground as detailed in paragraph 6.2
- VII. Approve the revised budget for 2012/13 of £1,927,356 as detailed in Table 4 paragraph 6.1

## **1.0 INTRODUCTION**

- 1.1 The monitoring of the capital programme is undertaken monthly and a report is presented to Executive each quarter. The Executive received a report at its meeting of 28<sup>th</sup> February 2012 which set out the monitoring position at 31<sup>st</sup> December 2011. This report provides an update to that report, setting out the financial out-turn for the Council's Capital Programme, and provides the provisional out turn position at the year end and narrative in relation to exceptions.
- 1.2 It should be noted that the information contained in this report is provisional prior to the formal audit process. The date for the commencement of the external audit process is 2<sup>nd</sup> July 2012 (date of first meeting).

## **2.0 REVISIONS TO THE CAPITAL PROGRAMME 2011/12**

- 2.1 The original gross Capital Programme budget of £4,998,428 was approved by Council on 22<sup>nd</sup> February 2011.
- 2.2 This was amended largely due to budget carry forwards (slippage) of £908,261 to give an amended budget as at quarter 1 of £5,906,689.
- 2.3 On 13<sup>th</sup> October 2011 Council then agreed an additional item of £133,000 in relation to additional works for Cliff Stabilisation which brought the revised capital budget for 2011/12 to £6,039,689.
- 2.4 The approval by Council of the 2012/13 budget, on 22<sup>nd</sup> February 2012, saw £534,849 slippage moved from 2011/12 budget to 2012/13, which took the budget for 2011/12 to £5,504,840.
- 2.5 The quarter 3 monitoring reported the former Kells School site required immediate work to rectify an issue with an old gas main to enable 5 plots of land to be sold. Without the issue being rectified, the plots cannot be sold resulting in a reduction in our anticipated capital receipts of £262,268 and the Authority would be left with a piece of sterile land. As the budget was not amended to include this cost of £26,073, it resulted in an over spend which has been funded by the Useable Capital Receipts Reserve pending the future capital receipt. Members are asked to formally approve this addition to the budget.
- 2.6 Additional external income of £13,336 was received in year to permit additional spending on two existing fully externally funded schemes – Playbuilder £11,063 and Millom Ironworks £2,273. Members are asked to formally approve the increase in capital budgets.
- 2.7 These approvals will bring the gross expenditure budget to £5,544,249.

## **3.0 PROVISIONAL OUT TURN FIGURES 2011/12**

- 3.1 The provisional gross out-turn position for the 2011/12 capital programme of £1,684,996 shows an under spend of £3,859,253, as summarised in Table 2 below and detailed in Appendix A. The provisional position for 2011/12 after all carry forwards have been taken into account, therefore, is an underspend of £3,555,546, which represents a reduced call upon

capital reserves of £605,000 and a reduced call upon external sources of £2,950,546 (principally in relation to the Albion Square project being transferred to another partner).

**Table 1 – Provisional Outturn Against the Capital Programme 2011/12**

Corporate Department	Annual Budget	Slippage approved by Council on 22 February 2012	Additions to budget para 2.5 & 2.6	Amended Budget at Out Turn	Provisional Outturn Expenditure	Variance	Virements Appendix A	Carry forwards this report to 2012/13	To write back to reserves	External funding returned
	£	£		£	£	£	£	£	£	
Chief Executive	51,908			51,908	6,156	45,752		23,844	21,908	
Corporate Resources	1,112,141	(170,590)	26,073	967,624	585,927	381,697	Within department	191,517	190,180	
Neighbourhoods	890,098	(184,259)	13,336	719,175	369,462	349,713	Within department	127,057	222,656	
Regeneration and Community	3,985,542	(180,000)		3,805,542	723,451	3,082,091	Within department	(38,711)	170,256	2,950,546
<b>TOTAL CAPITAL PROGRAMME</b>	<b>6,039,689</b>	<b>(534,849)</b>	<b>39,409</b>	<b>5,544,249</b>	<b>1,684,996</b>	<b>3,859,253</b>		<b>303,707</b>	<b>605,000</b>	<b>2,950,546</b>

3.2 Slippage on the capital programme that moved from 2011/12 into 2012/13 has been reported during the year totalled £534,849. This was approved for carry forward by Council on 23<sup>rd</sup> February 2012, as part of the 2012/13 budget. This report details a further £303,707, bringing the total carry forward in year to £838,556 as shown in Table 1.

3.3 The gross expenditure is funded by a combination of external grants, contributions and the Council's capital reserves. This is set out in Table 3 in section 6.1.

#### 4.0 KEY VARIANCES AND NEW CARRY FORWARD REQUESTS

4.1 Members are asked to note that whilst this report seeks approval for the additional £303,707 slippage to be carried forward, details of individual schemes are only given if significant, and these are detailed in paragraphs 4.1 to 4.5 below totalling £294,549. Members are also asked to approve the remaining (non-significant) carry forwards of £9,158 as detailed overleaf, giving a total carry request of £303,707:

<b>Non-significant carry forward requests</b>	<b>£</b>
New FMS	2,120
Children's Playgrounds	883
Whitehaven Cemetery	1,655
Market Lights	1,500
Mount Pleasant	3,000
<b>Total</b>	<b>9,158</b>

## **4.2 Chief Executive**

### **4.2.1 Website**

Work commenced on this project following approval of the Project Initiation Document (PID) on 24<sup>th</sup> February 2012. The new servers have been commissioned and software development started. Further work needs to be undertaken for completion of the project and therefore Executive are asked to approve a carry forward of £23,843.

## **4.3 Corporate Resources**

### **4.3.1 Public Buildings Backlog**

Executive are asked to approve a carry forward of £47,000 to support the works to the Senhouse Street car park which were completed shortly after year end.

### **4.3.2 Energy Efficiencies**

As reported at quarter 3 £39,500 from the 2011/12 energy efficiency budget was allocated to North Country Leisure (NCL) to be used as a contribution to enable energy efficiency measures to be undertaken within our buildings. The Head of Regeneration and Communities has committed the budget in year but it had not been spent at year end. Members are now asked to formally approve this virement, and carry forward for £39,500, which is shown on Appendix A & B under Regeneration and Communities – NCL (Energy Efficiencies).

4.3.3 Works at the Beacon were on going over the year end resulting in a commitment of approximately £7,897, therefore Executive are asked to approve a total carry forward to remain on energy efficiencies – property of £7,897.

### **4.3.4 Cliff Stabilisation**

Three projects relating to Cliff Stabilisation commenced in 2011/12. All but one project was finished by year end. The third project only materially commenced at year end and therefore the Executive are requested to approve the additional carry forward of £95,000 (if added to the £5,000 slippage previously approved at Executive in December 2011, gives a total carry forward of £100,000) to enable the works (which have since been completed) to be paid. Members are also asked to approve virements between the three cost centres as detailed in Appendix A.

#### **4.4 Neighbourhoods**

##### **4.4.1 Regeneration Software**

Progress of the Regeneration Software project has been affected by a number of factors in the last 12 months, including changes in legislation which necessitate changes in the software. It is anticipated the project will be concluded by the end of 2012. Executive are asked to approve an additional carry forward of £28,000 (if added to the £12,912 slippage previously approved at Executive in December 2011, gives a total carry forward of £40,912).

##### **4.4.2 Building Control Data Capture**

The tendering process was concluded in December 2011 with substantial progress having been made by year end. The project has an anticipated completion date of end of August 2012. Executive are asked to approve an additional carry forward of £10,323 (if added to the £23,350 slippage previously approved at Executive in December 2011, gives a total carry forward of £33,673).

##### **4.4.3 Whitehaven Cemetery Extension**

The sum of £8,200 is requested as a carry forward to enable the retention to be paid on this project in 2012/13.

##### **4.4.4 Fuel Tanker**

At year end the old tank needed to be decommissioned to complete this project. While this work was due to be completed by early April it has been delayed to enable sufficient fuel stock to be held to safeguard against the threatened national tanker driver strike action that could adversely affect the provision of service. It is anticipated that this work will be complete once the threat of strike action has been eliminated. Executive are asked to approve the carry forward of £16,996.

##### **4.4.5 Rottingham Beck**

Due to time taken to acquire the relevant licence from The Environment Agency work did not substantially commence in quarter 4, as had been anticipated in quarter 3, resulting in additional carry forward of £59,500 (if added to the £68,781 slippage previously approved at Executive in December 2011, gives a total carry forward of £128,281) to permit the project to be completed.

#### **4.4 Regeneration and Communities**

##### **4.5.1 Housing**

Council approved a carry forward of £180,000 for Disabled Facilities Grants (DFG's) when the budget was set on 22<sup>nd</sup> February 2012. Quarter 4 spend occurred quicker than anticipated resulting in more commitments being paid in 2011/12 and thus reducing the need for carry forward into 2012/13. Members are asked to note this has resulted in the reduction of the carry forward by £41,711, from £180,000 to £138,289. Members are also asked to note that

the budget was originally allocated on known need but as works have progressed it has been necessary to vire budget between the various classes of grants.

## 5 FINANCING OF CAPITAL PROGRAMME 2011/12

5.1 Utilisation of resources to fund the 2011/12 Capital Programme in the light of the provisional outturn is estimated as follows:

**Table 2 – Financing of the Capital Programme 2011/12**

Financing	Original Budget £	Amended Annual Budget £	Provisional Outturn £
Useable Capital Receipts	1,831,083	2,271,729	1,153,887
Working Neighbourhood Fund	6,195	6,195	5,925
Other External Funding	3,148,000	3,253,175	513,148
Other Reserves & contributions	13,150	13,150	12,036
<b>TOTAL CAPITAL PROGRAMME</b>	<b>4,998,428</b>	<b>5,544,249</b>	<b>1,684,996</b>

5.2 The table overleaf shows the forecast position of the movement (i.e. use of and new capital receipts) on Usable Capital Receipts during the year which have been used to fund the capital programme. The provisional Useable Capital Receipts Reserve as at 31<sup>st</sup> March 2012 is £3,994,554. This does not take into account funding of expenditure which has slipped into 2012/13. The impact of this is set out in para 7.1.

**Table 3 – Movement on Usable Capital Receipts Reserve in 2011/12**

<b>Useable Capital Receipts Reserve</b>	<b>Opening Balance 01/04/11</b>	<b>Provisional Out turn Expenditure</b>	<b>Provisional Out turn Income</b>	<b>Net Receipt/Payment on Housing Loans (See para 5.3)</b>	<b>Provisional Closing Balance 31/03/12</b>
	£	£	£	£	£
Capital receipts from sale of assets and repayment of 3rd party loans	(55,183)	830,414	(826,716)		(51,485)
Preserved Right to Buy	(984,266)	323,473			(660,793)
Residual Right to Buy	(1,349,385)				(1,349,385)
VAT sharing receipt	(1,847,988)		(94,478)		(1,942,466)
Home loans repaid				9,575	9,575
<b>TOTAL Useable Capital Receipts Reserve</b>	<b>(4,236,822)</b>	<b>1,153,887</b>	<b>(921,194)</b>	<b>9,575</b>	<b>(3,994,554)</b>

5.3 When the Council held housing stock a number of mortgages were given and repayments of these loans are received each year. Of these receipts 75% has to be paid over the Department for Communities and Local Government (DCLG) pooling fund, with Copeland retaining 25% as a net receipt. This year the authority received £729 and paid over £207 in relation to 2011/12 (the remainder being paid in 2012/13). The authority also paid over past liabilities from 2005/06 onwards totalling £10,097 during 2011/12. The net of the two payments against the in year receipt has resulted in a net usage of £9,575 of the useable capital receipts reserve as detailed in Table 3 above.

## 6 REVISED CAPITAL PROGRAMME 2012/13

6.1 Appendix B to the report presents an amended Capital Programme for 2012/13. This takes account of the impact of the 2011/12 outturn. A reconciliation of this revised capital programme from the one approved by Council in February is as follows (overleaf):

**Table 4 –Make up of revised capital programme for 2012/13**

	£
<b>Capital Programme 2012/13 Approved 23<sup>rd</sup> February 2012</b>	<b>1,543,649</b>
Plus slippage at out turn detailed in this report (Total slippage is £838,556 less £534,849 approved by Council 23 February 2012)	303,707
Additional to capital programme of Moor Row play area (100% externally funded) as per Executive 27 March 2012 – see paragraph 6.2	80,000
<b>Revised Capital Programme for 2012/13</b>	<b>1,927,356</b>

- 6.2 The Council's play area at Scalegill Road, Moor Row, has equipment that is well beyond its projected lifespan and difficult to maintain. There are also drainage problems on the site which make part of it unusable. The local youth club have designed the new play area and the community group have sought and secured all the funding necessary to complete the project.

The project is to remove most of the existing play equipment from site then to install new equipment, drainage, ancillary items, paths, safety surface and fencing. The key benefits of the project are that a Council facility for the residents of this village will be transformed and completely updated at no cost to this Council thanks to the efforts of the community group. The Council's commitment in time and budgetary terms to the site will not be increased and long term maintenance costs will be reduced due to the fact that the community group have raised funds to be set aside for the purpose of future maintenance requirements and are committed to working with us to look after the site.

The total cost of the scheme is anticipated to be £80,000 and the community group have secured the funding secured for the project from Waste Recycling Environmental - £50,000, with £18,000 from the Copeland Community Fund and £12,000 from Cumbria Waste Management Environmental Trust.

- 6.3 The capital programme for 2012/13 approved at 23<sup>rd</sup> February 2012 Council meeting was £1,543,649 to be funded from Useable Capital Receipts of £863,649, £370,000 Preserved Rights to Buy Reserve and £310,000 from external funding. Including slippage from this report and the decision made by Executive on 27<sup>th</sup> March 2012, the revised capital programme now stands at £1,927,356 to be funded £1,209,067 from Useable Capital Receipts Reserve, £328,289 from Preserved Right to Buy Reserve and £390,000 from external funding. Full details of all schemes and funding can be seen in Appendix B.
- 6.4 Taking into account the amendments (including slippage) relating to the 2012/13 capital programme set out in this report and the revised forecast receipts from the sale of assets during 2012/13 of £855,842 and VAT share receipts of £429,478 capital resources as at 31<sup>st</sup> March 2013 are estimated to be as set out in Table 5 (overleaf):



**Table 5 – Estimated Useable Capital Receipts Reserve Balance at 31 March 2013**

Useable Capital Receipts Reserve	Provisional Opening balance 1/04/12	Revised capital programme (para 7.1)	12/13 revised capital receipts (para 6.3)	Use of reserves until sale of assets receipts as approved by Council 23 February 2012 (para 6.6)	Estimated Closing balance 31/03/13
	£	£	£	£	£
Capital receipts from sale of assets and repayment of 3rd party loans	(51,485)	1,209,067	(855,842)	(301,740)	0
Preserved Right to Buy	(660,793)	328,289		301,740	(30,764)
Residual Right to Buy	(1,349,385)				(1,349,385)
VAT sharing receipt	(1,942,466)		(429,478)		(2,371,944)
Housing loans repaid	9,575				9,575
<b>TOTAL Useable Capital Receipts Reserve</b>	<b>(3,994,554)</b>	<b>1,537,356</b>	<b>(1,285,320)</b>	<b>0</b>	<b>3,742,518</b>

- 6.5 Capital receipts as detailed in the Budget report to Council on 23<sup>rd</sup> February 2012, were estimated to be £3,639,000 for 2012/13. Due to the prevailing market conditions these properties will not now be actively marketed during 2012/13, and as a consequence their receipt is now forecast for 2013/14. The forecast receipts for 2012/13 now consist mainly of Kells building plots that did not complete in 2011/12 and total £855,842, resulting in an estimated shortfall in capital receipts for 2012/13 of £2,783,158.
- 6.6 Confirmation has now been received from The Home Group regarding 2012/13 anticipated VAT receipts in the sum of £429,478, which is shown in Table 5 above.
- 6.7 Because of the slippage in the estimated date of receipt of capital receipts, and should the capital programme spend to budget during 2012/13 then the part of the Useable Capital Receipts Reserves that arises from the sale of assets will be exhausted and it will be necessary 'to borrow' from the part of the reserve that originated from the sale of the housing stock, until sufficient sale receipts are achieved to repay. This course of action was agreed by Council at its meeting on 23<sup>rd</sup> February 2012.

## **7 STATUTORY OFFICER COMMENTS**

- 7.1 The Monitoring Officer's comments are: No additional comments
- 7.2 The Section 151 Officer's comments are: Included in the report
- 7.3 EIA Comments: Completed as part of the budget setting process
- 7.4 Other consultee comments, if any: None

## **8.0 WHAT ARE THE LEGAL, FINANCIAL AND HUMAN RESOURCES IMPLICATIONS?**

- 8.1 It is imperative that all budgets are monitored monthly with exceptions reported through Corporate Leadership Team and Executive so that management action can be taken to ensure the effective use of resources as planned by the Council.
- 8.2 The budget monitoring process is fully integrated into the planning process to ensure that Council objectives and priorities as outlined in the Corporate Plan are fully resourced as planned.
- 8.3 The capital programme assumes funding from the sale of assets. The timing and value of receipts are crucial to the on-going capital programme. Generation of capital receipts presents risks in terms of the timing and value of receipt. The Development Surveyor and Financial Management and Treasury Accountant meet quarterly and review asset sales.

### **List of Appendices:**

- Appendix A – Detailed Provisional Capital Out turn 2011/12
- Appendix B - Revised Capital Programme 2012/13

### **List of Background Documents: None**

Revenue Monitoring Report by Directorate

Appendix A

Department	Current Approved Budget	Choosing to Change Virements	Additional Use of Reserves	Final Budget	Out Turn from ledger Exec c/f	Carry Forward Requests	Re-phased funding from reserves	Total Turn	Variance Budget/Out-turn
	£	£	£	£	£	£	£	£	£
<b>Chief Executive</b>									
Chief Executive	2,025,722	(129,121)	0	1,896,601	637,658	0	500,000	1,137,658	(758,943)
Communications	142,326	0	0	142,326	125,796	0	14,060	139,856	(2,470)
Nuclear Projects & Programmes	269,644	0	0	269,644	147,243	65,548	56,853	269,644	0
<b>Total Chief Executive</b>	<b>2,437,692</b>	<b>(129,121)</b>	<b>0</b>	<b>2,308,571</b>	<b>910,697</b>	<b>65,548</b>	<b>570,913</b>	<b>1,547,158</b>	<b>(761,413)</b>

Revenue Monitoring Report by Directorate

Appendix A

Department	Current Approved Budget	Choosing to Change Virements	Additional Use of Reserves	Final Budget	Out Turn from ledger Exec c/f	Carry Forward Requests	Re-phased funding from reserves	Total Out Turn	Variance Budget/Out-turn
	£	£	£	£	£	£	£	£	£
<b>People &amp; Places</b>									
<b>Corporate Director</b>									
Corporate Director	95,870	0	0	95,870	97,236	0	0	97,236	1,366
<b>Neighbourhoods</b>									
Head of Neighbourhoods	71,925	0	0	71,925	72,403	0	0	72,403	478
Building Control	133,881	0	36,849	170,730	176,612	0	0	176,612	5,882
Development Control	105,728	22,548	0	128,276	167,990	0	0	167,990	39,714
Enforcement	(39,694)	0	0	(39,694)	(35,457)	0	0	(35,457)	4,237
Environmental Health	661,528	0	0	661,528	607,065	0	0	607,065	(54,463)
Neighbourhoods Admin	207,561	16,045	0	223,606	185,755	0	0	185,755	(37,851)
Parks & Open Spaces	618,488	44,210	0	662,698	420,633	22,500	0	443,133	(219,565)
Refuse - Recycling	1,706,293	0	0	1,706,293	1,497,309	0	0	1,497,309	(208,984)
<b>Total Neighbourhoods</b>	<b>3,465,710</b>	<b>82,803</b>	<b>36,849</b>	<b>3,585,362</b>	<b>3,092,310</b>	<b>22,500</b>	<b>0</b>	<b>3,114,810</b>	<b>(470,552)</b>
<b>Regeneration and Community</b>									
Head of Regeneration and Community	71,175	0	0	71,175	70,848	0	0	70,848	(327)
Arts, Beacon & Tourism	493,243	0	59,372	552,615	523,393	21,732	0	545,125	(7,490)
Economic Development	275,014	3,295	0	278,309	272,780	4,950	0	277,730	(579)
Cleator Moor Business Centre	0	0	0	0	0	0	0	0	0
LABGI	193,220	0	0	193,220	133,425	0	59,794	193,219	(1)
Regeneration and Community	161,254	0	0	161,254	138,798	7,000	0	145,798	(15,456)
Health & Sport	864,453	0	0	864,453	798,048	7,952	0	806,000	(58,453)
Strategic Housing	459,472	12,010	0	471,482	447,342	0	0	447,342	(24,140)
Strategic Planning	468,593	22,548	0	491,141	339,793	0	164,529	504,322	13,181
Regeneration Consultancy	158,751	0	0	158,751	131,801	0	0	131,801	(26,950)
Working Neighbourhood Fund	493,000	0	0	493,000	101,178	0	374,542	475,720	(17,280)
	3,638,175	37,853	59,372	3,735,400	2,957,406	41,634	598,865	3,597,905	(137,495)
<b>Total People &amp; Places</b>	<b>7,199,755</b>	<b>120,656</b>	<b>96,221</b>	<b>7,416,632</b>	<b>6,146,952</b>	<b>64,134</b>	<b>598,865</b>	<b>6,809,951</b>	<b>(606,681)</b>

Revenue Monitoring Report by Directorate

Appendix A

Department	Current Approved Budget	Choosing to Change Virements	Additional Use of Reserves	Final Budget	Out Turn from ledger Exec c/f	Carry Forward Requests	Re-phased funding from reserves	Total Out Turn	Variance Budget/Out-turn
	£	£	£	£	£	£	£	£	£
<b>Resources &amp; Transformation</b>									
<b>Corporate Director</b>									
Corporate Director	114,025	0	0	114,025	115,865	0	0	115,865	1,840
<b>Corporate Resources</b>									
Head of Corporate Resources	52,562	0	0	52,562	52,528	0	0	52,528	(34)
Democratic Services	400,795	0	36,483	437,278	446,219	0	0	446,219	8,941
Financial Services	736,819	0	0	736,819	797,483	6,000	0	803,483	66,664
Human Resources	351,080	0	0	351,080	359,275	0	0	359,275	8,195
Legal Services	271,204	0	0	271,204	285,468	0	0	285,468	14,264
Procurement	29,661	0	0	29,661	24,286	0	0	24,286	(5,375)
Property Management	1,630,616	0	0	1,630,616	1,435,845	79,835	0	1,515,680	(114,936)
Revenues and Benefits	128,394	0	0	128,394	81,405	0	0	81,405	(46,989)
<b>Total Corporate Resources</b>	<b>3,601,131</b>	<b>0</b>	<b>36,483</b>	<b>3,637,614</b>	<b>3,482,509</b>	<b>85,835</b>	<b>0</b>	<b>3,568,344</b>	<b>(69,270)</b>
<b>Policy &amp; Transformation</b>									
Head of Policy & Transformation	71,925	0	0	71,925	51,070	0	0	51,070	(20,855)
Customer Services	467,951	3,397	0	471,348	415,167	0	0	415,167	(56,181)
ICT/MIS	423,352	0	0	423,352	416,620	0	0	416,620	(6,732)
LSP & Localities	210,206	0	0	210,206	167,566	0	0	167,566	(42,640)
Performance Management	191,655	5,068	0	196,723	144,098	0	0	144,098	(52,625)
Policy Development	103,053	0	0	103,053	86,806	0	0	86,806	(16,247)
<b>Total Policy &amp; Transformation</b>	<b>1,468,142</b>	<b>8,465</b>	<b>0</b>	<b>1,476,607</b>	<b>1,281,327</b>	<b>0</b>	<b>0</b>	<b>1,281,327</b>	<b>(195,280)</b>
<b>Total Resources &amp; Transformation</b>	<b>5,183,298</b>	<b>8,465</b>	<b>36,483</b>	<b>5,228,246</b>	<b>4,879,701</b>	<b>85,835</b>	<b>0</b>	<b>4,965,536</b>	<b>(262,710)</b>
<b>TOTAL FOR YEAR</b>	<b>14,820,745</b>	<b>0</b>	<b>132,704</b>	<b>14,953,449</b>	<b>11,937,350</b>	<b>215,517</b>	<b>1,169,778</b>	<b>13,322,645</b>	<b>1,630,804</b>

SELF ASSESSMENT SERVICE REVIEWS - PROGRESS REPORT AS AT 31 MARCH 2012

Appendix B

Saving description	Value		Notes on progress in delivering savings	R/A/G	Shortfall Red Items	Shortfall Amber Items	Over-achieved Green Items
	£	£					
<b>Section A Non-Staffing Savings</b>							
<b>Chief Executive</b>							
Reduction in admin.budgets		10,400	Complete - budgets deleted from 2011/12	G			
Finance		30,000	Complete - budgets reduced.	A	2,287		
Reduce cost of discretionary concessionary travel scheme							
<b>Legal &amp; Democratic Services</b>							
Reduce costs of electoral registration	3,000		Budget reduced - Saving will not be delivered due to additional postages (Pressure 2012/13) and printing costs		3,000		
Reduce legal encyclopaedia costs	4,618		Budget reduced - Saving will not be delivered budget for books & publications £8k overspent		4,618		
Reduce the number of Executive members by 1	6,000		Budget reduced - Civic & Mayoral spending for the year slightly under budget	G			
Grant assistance via Equalities previously funded from reserves	(4,000)		Budget increased - Spend at year-end in accordance with revised budget	G			
		9,618					
<b>Cultural Services:</b>							
Under-provision for inflation re: 2010/11	(10,000)		Contract price agreed at £564k. Out-turn £574k - overspend £2k.				
Renegotiate the leisure contract with NCL	60,000		Overall budget reduction £38k in 2011/12 (not £50k), so saving in 2011/12 now only likely to be £28k				
		50,000		A		14,000	
<b>Recreation Services:</b>							
Crematorium fee increases	104,786		Budget for income increased. Out-turn £642k so the income target for the year is exceeded by £48,000.	G			(48,017)
Reduction in fuel costs Crematorium	12,000		Budget reduced - Out-turn £9,194 below budget, partly due to new gas contract.	G			(9,194)
		116,786					
<b>Bulky waste service:</b>							
Reduced vehicle costs & fuel	37,000		Budget reduced - Out-turn £4,153 saving in running costs and £8,000 in vehicle leasing over reduced budgets.	G			(12,153)
Increases in fees & charges	8,000		Budget reduced - Out-turn £51,815 a shortfall of £16,185 against the increased income target.		16,185		
		45,000					
<b>Plastic &amp; Cardboard Service:</b>							
Recycling income		36,900	Budget for income increased. Out-turn position shows an additional £29,127 income over budget	G			(29,127)
<b>Environmental Cleansing:</b>							
Reduce vehicle costs		17,000	Budget reduced. The out-turn position shows that vehicle hire costs are overspent by £500 and other running costs are overspent by £9,915 so saving only partially delivered	A		10,516	
<b>Parks &amp; Open Spaces:</b>							
Reduce CCTV costs	21,000		Budget reduced - Out-turn position shows an underspend of £7,943 against the reduced budget	G			(7,943)
Leased Areas	2,820		Budget reduced - Out-turn spend within budget	G			
Review allotment operations	728		Budget reduced - Out-turn spend £6,743 under budget	G			(6,743)
Stop winter bedding work	7,000		Budget reduced - Out-turn spend within budget	G			
Home Group - additional income	5,000		Budget reduced - Out-turn indicates an additional £1,700 in income has been received in the year	G			(1,700)
		36,548					
<b>Environmental Health:</b>							
Additional budget for legal & professional services / advice	(20,263)		Budget increased - overspend at out-turn of £2,000	A		2,000	
Review of office & technical expenses	12,800		Budget reduced - Out-turn within budget	G			
Reduced costs for sampling	10,000		Budget reduced - Slight overspend at out-turn	A		1,000	
		2,537					
<b>Car Parking:</b>							
Increased income from charges		18,904	Budget for income increased. Out-turn shows income of £357,189 for the year - £13,285 over target.	G			(13,285)
<b>Pest Control:</b>							
Stop service		(9,940)	Loss of income reflected in the budget for 2011/12	G			
<b>Management Information Systems:</b>							

Saving description	Value		Notes on progress in delivering savings	Value delivered so far	R/A/G	Shortfall Red Items	Shortfall Amber Items	Over-achieved Green Items
	£	£						
Delete remaining mainframe budget	44,000		IT costs for Networks, Internet Access, Mainframe and PC software were budgeted at £138,418. Out-turn shows spending of £105,320, a saving of £33,098	33,098	A		27,582	
Delete general repairs budget	16,680			(7,000)		16,000		
Reduce consumables	9,000		Not delivered - out-turn £7,000 over budget	1,540	A		184	
Reduce office expenses	1,724		Budget reduced - Out-turn position indicates a saving of £1,540	(3,605)		7,105		
Van lease not renewed	3,500		Not delivered - vehicle still in use	(8,800)		28,800		
Reduce PC replacement fund	20,000	94,904	Not delivered - Costs £8,800 over budget					
<b>Building Control:</b>								
Use of mobile devices		2,000	Budget reduced. Not delivered small overspend at out-turn	0		2,000		
<b>Development Control:</b>								
Reduce office costs		7,500	Budget reduced - The saving will not now be delivered mainly due to unexpected planning appeal costs	0		7,500		
<b>Planning Policy:</b>								
Reduce the cost of implementing the Local Development Framework		22,615	Budget reduced - spend within budget at year-end	22,615	G			
<b>Contracts &amp; Property:</b>								
Bring valuation services in-house	30,000		Budget reduced. Slight overspend of £1,571 at out-turn	28,429	A		1,571	
Miscellaneous Buildings - Repair & Maintenance	65,000		Base budget provision 2011/12 £206k. Out-turn indicates an underspend of £22,568 so saving substantially delivered.	65,000	G			
Review catering contract	6,000		Budget reduced - reduce use of outside caterers	6,000	G			
<b>Housing</b>		101,000						
Housing Stock condition survey		(45,000)	Budget increased - Forecast cost slightly reduced to £35,500	(35,500)	G			(9,500)
<b>Human Resources:</b>								
Reduce training budget	60,000		Budget reduced - Out-turn shows that a further saving of £33,851 will be made	93,851	G			(33,851)
Reduce use of Occupational Health Services	8,000		Budget reduced - Out-turn indicates that the saving has been delivered	8,000	G			
Reduce admin.expenses	6,500		Budget reduced - Out-turn indicates that the saving has been delivered	6,500	G		0	
<b>GIS:</b>		74,500						
Reduce running costs		9,000	Budget reduced - Out-turn shows a saving of £15,906 against the reduced budget so saving over-achieved	24,906	G			(15,906)
<b>Customer Services:</b>								
Reduce the cost of customer services at Copeland Centre		22,000	Budget reduced - Out-turn is an underspend of £22,668 against the reduced budget so saving over-achieved	44,668	G			(22,668)
<b>Corporate:</b>								
Stop 1st class travel	2,000		Budget reduced and expected to be delivered	2,000	G			
Reduce subscriptions	9,000		Corporate subscriptions budget reduced. Out-turn indicates spending is within budget.	9,000	G			
<b>Total Section A</b>		663,272		729,011		85,208	59,140	(210,087)
<b>Section B - Corporate Savings</b>								
Pool stationery, printing, office supplies, equipment etc	20,000		Budgets reduced across a number of cost centres. Spend at year-end within budgets so saving delivered	20,000	G			
Energy efficiencies	4,000		Budget reduced at Moresby - spending in year within reduced budget so saving delivered	4,000	G			
Review employment terms & conditions - car allowances	40,000		Budgets reduced across a number of cost centres. Car allowance budgets less than 1% overspent (£553) at out-turn so the saving is being substantially delivered.	39,447	A		553	
<b>Review Fees &amp; Charges:</b>								
Land & Property lease income	43,000		Income budgets increased. Actual income received is £51,328 over budget so saving overachieved	94,328	G			(51,328)
Recycling credits	7,000		Incorporated into recycling line above	0	G			7,000
Development Control	10,000		Increased income target for 2011/12. Out-turn indicates that the saving has been delivered	10,000	G			

Saving description	Value	Notes on progress in delivering savings	Value delivered so far	R/A/G	Shortfall Red Items	Shortfall Amber Items	Over-achieved Green Items
	£		£		£	£	£
	60,000						
<b>Total Section B</b>	<b>124,000</b>		<b>167,775</b>		<b>0</b>	<b>553</b>	<b>(44,328)</b>
<b>Section C - Staff Savings by Service (exc. Redundancies)</b>							
<b>Legal &amp; Democratic Services</b>							
Reduce Mayoral costs	4,242	Mayoral Chauffeur - contract extended saving not being achieved	0		4,242		
Reduce administrative overheads	17,703	Vacant post deleted	17,703	G			
<b>Cultural Services</b>							
Reduce management costs	45,228	Vacant post deleted	45,228	G			
<b>Recreation Services</b>							
Restructure operation of the Crematorium	12,934	Retirement September 2011	12,934	G			
<b>Waste</b>							
Cleaner	0	Redundancy following loss of contract					
Restructure bulky waste collection service	41,402	Vacant post deleted	41,402	G			(2,483)
Reduce Waste Management costs	24,132	Vacant post deleted	24,132	G			
<b>Environmental Cleansing</b>							
Reduce sickness & absence cover	35,000						
Reduce week-end cleaning costs	23,000	Net saving on salaries in 2011/12 at out-turn only £37,000 so saving only partially delivered	37,000	A		21,000	
<b>Parks &amp; Open Spaces</b>							
Reduce arboricultural costs	15,097						
Restructure allotment operations	1,500	Total saving here in employee costs is £52,452. 2 x vacant posts deleted covering this area - value £42,023.					
Reduce costs of maintenance for leased areas	6,930	Other staffing savings in Parks & Open Spaces of £16,000. Savings delivered at out-turn saving has been achieved.	52,452	G			
Reduce grass cutting	18,952						
Stop winter bedding planting	9,973						
Reduce Parks & Open Spaces management	39,693	Vacant post deleted	39,693	G			
<b>Environmental Health</b>							
Introduce flexible working	6,000	Salary payments reduced to 30 hours per week for 1 post to cover this saving	6,000	G			
Reduce operational costs in Environmental Health (Food, Health & Safety)	35,666	Vacant post deleted	35,666	G			
Reduce operational costs in Environmental Protection	25,897	Vacant post deleted	25,897	G			
<b>Management Information Systems</b>							
Reduce ICT costs	70,669	Vacant posts deleted	70,669	G			
<b>Building Control</b>							
Withdraw market supplements - effective October 2011	6,500	Budget reduced but withdrawal of supplements not achieved	0		6,500		
Reduce Admin. Costs	10,000	Budget reduced but saving not achieved	0		10,000		
<b>Development Control</b>							
Reduce Admin. Costs	10,500	Vacant post shared with Building Control - not delivered. Saving achieved by not filling a vacancy.	10,500	G			
<b>Planning Policy</b>							
Reduce Planning Policy costs	15,750	Salary saving at out-turn indicates that the saving has been delivered	15,750	G			
<b>Housing</b>							
Reduce Housing Management costs	40,852	Vacant post deleted	40,852	G			
Reduce admin. costs within grants section	24,132	Vacant post deleted	24,132	G			
<b>Accountancy</b>							
Reduce admin. costs	20,962	Vacant post deleted	20,962	G			
<b>Process Improvement Team</b>							
Reduce costs by deleting one vacancy	13,626	Vacant post deleted	13,626	G			
<b>Customer Services</b>							



Saving description	Value	Notes on progress in delivering savings	Value delivered so far	R/A/G	Shortfall Red Items	Shortfall Amber Items	Over-achieved Green Items
	£		£		£	£	£
Merge Copeland Direct and Cash Office to reduce staffing	44,595	Vacant posts deleted	44,595	G			
<b>Total Section C</b>	<b>614,935</b>		<b>575,576</b>		<b>20,742</b>	<b>21,000</b>	<b>(2,483)</b>
<b>Section D - Forecast cost of redundancies by department</b>							
<u>Legal &amp; Democratic Services</u>	75,000	Part delivery expected May 2011, balance not delivered as over-spend at out-turn of £15,000	60,000	A		15,000	
<u>Leisure &amp; Environmental Services</u>	35,510	Crematorium £4227, Pest Control £31,283. Savings delivered.	35,510	G			
<u>Resources &amp; Transformation</u>	106,182	Accountancy £29,000 (now Treasury Management saving 2011/12), HR £30,000, PIT £47,182. HR saving includes deletion of a training post (£16,800) and a staff vacancy within Payroll £9,000. Salary spending at out-turn indicates that no further staffing savings have been achieved.	101,982	A		4,200	
<u>Development Operations</u>	12,308	Beacon - saving delivered with additional value	17,765	G			(5,457)
<u>Heads of Service Review</u>	140,000	Saving delivered	140,000	G			
<b>Total Section D</b>	<b>369,000</b>		<b>355,257</b>		<b>0</b>	<b>19,200</b>	<b>(5,457)</b>
<b>SELF ASSESSMENT SERVICE REVIEWS - PROGRESS REPORT AS AT 31 MARCH 2012</b>	<b>1,771,207</b>		<b>1,827,719</b>		<b>105,950</b>	<b>99,893</b>	<b>(262,355)</b>
		<b>Balance over-achieved</b>	<b>(56,512)</b>				<b>(56,512)</b>