

AGENDA ITEM

POLICY, FINANCE & ADMINISTRATION COMMITTEE

17 APRIL 2012

REPORT OF HEAD OF CENTRAL SERVICES

ITEMS FOR APPROVAL UNDER FINANCIAL PROCEDURE RULES

1.0 THE PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to submit requests for approval of this Committee under Financial Procedure Rules and to provide information on amounts approved under delegated powers.

2.0 RECOMMENDATIONS

2.1 It is recommended that:

- a) the virements approved under delegated powers (para. 3.1.1 refers) be noted,
- b) the limit for virements approved under delegated authority and reported to this committee be increased to £10k (para. 3.1.2 refers),
- c) the budget reductions approved under delegated powers (para. 4.1 refers) be noted,
- d) the supplementary estimates approved under delegated powers (para. 5.1 refers) be noted,
- e) Members approve the use of the working balance to fund 4 additional FTE Customer Services Advisors and 1 FTE additional CRM Development Officer and approve a permanent increase to the establishment as outlined in paragraph 6.1 and;
- f) Members approve the use of £130,000 from the Local Development Framework (LDF) Reserve to fund local plans expenditure in 2011-12 as outlined in paragraph 6.2.

3.0 VIREMENTS

3.1 Delegated Authority

- 3.1.1 Since the last meeting the Head of Central Services has approved thirty-two requests for virement within the same service totalling £343,710 and ten requests for virement between services totalling £664,770 during 2011-12. More details of those requests in excess of £5,000 can be found in Appendix A.

- 3.1.2 The reporting of virement requests in excess of £5,000 approved under delegated authority has been in existence since a meeting of this committee held on 15 March 2006. Members are now asked to consider increasing this limit to the sum of £10,000.

4.0 BUDGET REDUCTIONS

- 4.1 The following items have been identified as surplus money in 2011-12 and have been approved as budget reductions under delegated authority:

| Budget Head | Reason | Amount £ |
|---------------------------------------------------|--------------------------------------------------------------------------------------------|----------------|
| Policy, Finance & Admin C'tee | | |
| Central Expenses – Risk Management Costs | Reduced requirement – remaining MBC element of budget | 1,580 |
| Central Expenses – Ill Health Insurance | Reduced premium linked to salary estimates following renewal advice received in March 2012 | 6,690 |
| Regulatory Services – Other Operational Materials | As discussed at Budget & Strategic Planning Working Group January 2012 | 3,000 |
| Total | | £11,270 |

5.0 SUPPLEMENTARY ESTIMATES

5.1 Delegated Authority

- 5.1.1 The following item has been approved under delegated authority in 2011-12 and funded from budget reduction money:

| Budget Head | Reason | Amount |
|---------------------------------------------------|-----------------------------------------------------------|---------------|
| Policy, Finance & Administration C'tee | | |
| Parkside – Contract Work | Security of building during first few weeks of occupation | 7,600 |
| Total | | £7,600 |

- 5.1.2 The following item has been approved under delegated authority in 2012-13 and funded from the delegated amount of £20k given to the Council's Management Team for supplementary estimate requests:

| Budget Head | Reason | Amount |
|---------------------------------------------------|-------------------------------------------------------------------------|---------------|
| Policy, Finance & Administration C'tee | | |
| Central Services – Employee Related Costs | Extension of officer duties to the end of June 2012 for website support | 1,770 |
| Total | | £1,770 |

6.0 REQUESTS FOR APPROVAL FROM OTHER COMMITTEES

- 6.1 At a meeting of the CSA committee on 20 March 2012 it was approved that a request be made to this committee to recruit 4 additional full time equivalent (FTE) Customer Service Advisors and 1 additional FTE CRM Development Officer and that the full year cost of £109,780 be funded from the working balance. In addition, this committee is requested to approve an addition to the establishment for these additional FTE's. This is in line with recommendations put forward following work undertaken by the Customer Services Task Group for additional staffing in Customer Services to address resource issues and increased workloads and to improve the efficiency of the service by developing systems to improve service delivery to the customer.

6.2 At a meeting of the REEA committee on 7 March 2012 it was approved that a request be made to this committee to approve the utilisation of £130,000 from the LDF Reserve to fund local plans expenditure in 2011-12. Expenditure on the LDF has exceeded the budget due to costs incurred on the publication of the core strategy i.e. projects such as SUE master planning and preparation, SUE sustainability appraisal and traffic modelling. The intention of the LDF reserve is to release funds to cover uneven spending patterns on the LDF and the balance on this reserve is currently £339,361 prior to the transfer taking place.

7.0 POLICY & CORPORATE IMPLICATIONS

7.1 Policy and corporate implications are considered for each new budget proposal as part of the Council's priority assessment process. The results of this are reported to members as part of the budget setting process.

8.0 FINANCIAL & OTHER RESOURCE IMPLICATIONS

8.1 There are no other financial and resource implications arising from this report.

9.0 LEGAL IMPLICATIONS/POWERS

9.1 Any legal implications arising from these movements in funds will have been addressed during the approval process.

10.0 COMMUNITY SAFETY

10.1 Individual budgets could have links to community safety issues. These are covered in any associated reports and financial forms that refer to these budgets as they progress through the decision making process. As community safety is a corporate priority this is considered as part of the priority assessment and budget setting process when considering individual budget proposals.

11.0 EQUALITIES

11.1 The equality issues of each specific budget are considered as they progress through the approval process.

12.0 RISKS

12.1 There will be risks associated with all budgets and these should be considered as part of the consideration of these individual budget proposals through the decision making process.

13.0 CLIMATE CHANGE

13.1 Individual budget heads could have climate change issues but these are considered individually as they progress through the approval process.

14.0 CONSULTATION

14.1 Any proposed adjustments to budgets are made in consultation with budget holders and the Management Team where appropriate.

15.0 WARDS AFFECTED

15.1 All wards are affected.

Contact Officer: David Cowl
Date: 28 March 2012
Appendices: Appendix A – List of Virements over £5,000
Background Papers: Committee Papers
Budget Reduction/Virements/Supplementary Estimate Forms
Reference: X: C'tees, Council & Sub C'tees/PFA/2011-12/17-04-12/DG-Items for Approval