

POLICY, FINANCE & ADMINISTRATION COMMITTEE

3 JULY 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 and to report the impact of these on the Council's reserves and balances.

2.0 RECOMMENDATIONS

2.1 **It is recommended that:**

- a) **the virement approved under delegated powers (para. 3.1.1 refers) be noted and;**
- b) **a new post of Senior Housing Maintenance Officer be recruited as a permanent addition to the establishment at a cost of £37k to be funded from the Housing Revenue Account (HRA) working balance (para. 4.1 refers).**

3.0 VIREMENTS

3.1 Delegated Authority

3.1.1 Since the last meeting the Head of Central Services has only approved one request for virement within the same service in the sum of £28,500. This was necessary in order to create expenditure and income budgets on the waste management service for funding received for the Valpak Project.

4.0 SUPPLEMENTARY ESTIMATE

4.1 Housing Asset Management Programme and Request for Additional Post

4.1.1 At a meeting of the Community & Social Affairs Committee held on 20 June 2012 it was approved that a new full-time Senior Housing Maintenance Officer post on Band 11 and cost of £37k be recruited to the Housing Repairs and Improvement Section to manage the Housing Asset database and Investment Plan.

4.1.2 As members are aware major changes have taken place following the Housing Revenue Account (HRA) reform. This has meant an increase in the potential investment within the housing stock. A new stock condition survey was commissioned in 2010/11 and highlighted the need for an asset management strategy. The Asset Management Plan will be used alongside existing decent homes records to develop a full 14 year investment programme for the housing stock. The Investment programme will ensure the council is investing the right resources in the areas that need it most and decent homes targets are maintained.

4.1.3 This resource will ensure that the investment programme is delivered within each financial year and resources targeted to those properties that are identified under the decent homes database and continue the move towards a planned approach to repairs and maintenance within the housing stock which in turn could reduce the amount of day-to-day works and revenue costs which will enable more revenue investment. The post holder will work closely with the Finance Section within Central Services to ensure the HRA business Plan remains robust and is updated continuously to meet investment needs.

4.1.4 Members of this committee are therefore asked to approve the recruitment of this new post as a permanent increase to the establishment with the cost of £37k to be funded from the HRA working balance.

5.0 POLICY & CORPORATE IMPLICATIONS

5.1 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.

6.0 FINANCIAL & OTHER RESOURCE IMPLICATIONS

6.1 The effect on the Council's balances and reserves of the above requests and previous decisions taken by either this committee or Full Council are as follows:-

	Budget Reductions £	Working Balance		Corporate Priorities Reserve £	General Reserve Special £	HRA £	MRR £
		General £	Special £				
Provisional Balance as at 1 April 2012	0	640,000	50,000	1,214,825	178,193	727,072	*227,926
Funding of Capital Programme 2012-13 including C/Fwds.	0	0	0	0	-18,000	0	-1,803,000
Budgeted Reduction/Increase	0	407,330	5,230	-1,680	37,810	150,970	1,685,340
Budget Reductions Approved	0	0	0	0	0	0	0
Supplementary Estimates Approved	0	-141,550	0	0	0	0	0
Provisional C/fwd. of Revenue Budgets	0	0	0	-135,200	0	0	0
Set-aside to Repay Debt	0	0	0	0	0	0	-75,350
Provisional Balance 31 March 2013	0	905,780	55,230	1,077,945	198,003	878,042	*34,916

* excludes element that has been set aside to repay a 5 year loan taken out in 2009-10 for improvements to the housing stock

7.0 LEGAL IMPLICATIONS/POWERS

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

8.0 **COMMUNITY SAFETY**

8.1 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.

9.0 **EQUALITIES**

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

10.0 **RISKS**

10.1 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.

11.0 **CLIMATE CHANGE**

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

12.0 **CONSULTATION**

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

13.0 **WARDS AFFECTED**

13.1 All wards are affected.

Contact Officer: David Cowl

Date: 11 June 2012

Appendices: None

Background Papers: Committee Papers
Budget Reduction/Virements/Supplementary Estimate Forms

Reference: X: C'tee, Council & Sub-C'tees/PFA/2012-13/3-07-12/DG-Items for Approval