

POLICY, FINANCE & ADMINISTRATION COMMITTEE

3 DECEMBER 2013

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 virements approved under delegated powers (para. 3.1.1 refers) be noted;
- b) the business cases discussed in para 4.1.1 be approved and;
- c) Members approve a supplementary estimate of £25k from the Special Expense Reserve for the works required at the Cemetery Lodge, as outlined in paragraph 4.1.2 and as requested by the Community and Social Affairs Committee.

3.0 VIREMENTS

3.1 Delegated Authority

3.1.1 Since the last meeting the Head of Central Services has approved thirteen requests for virement within the same service totalling £76,300 and nine requests for virement between services totalling £22,690. More details of those requests in excess of £10,000 can be found in Appendix A.

4.0 CAPITAL PROGRAMME

4.1 General Fund

4.1.1 The under mentioned schemes (Business Cases attached as Appendix B) are submitted for approval

Committee	Scheme	← Funding →		
		Amount	Year	Source
Rural, Economic, Environmental Affairs	Grounds Maintenance Vehicles	£46,000	2013-14	Vehicles & Equipment Repairs and Renewals Fund
Community and Social Affairs Committee	Cemetery Lodge	£25,000	2013-14	Special Expenses Reserve

4.1.2 The second request is in addition to the funding approved when the budget was set by Full Council on 21st February 2013. At a meeting of the Community and Social Affairs Committee held on 13th November 2013, it was approved that a request be made to this committee for funding for capital investment in the Cemetery Lodge and that a request be made to this committee for the required funding of £25k to be met from the Special Expense reserve.

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 shown in Appendix C.

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: Claire Burgess

Date: 13th November 2013

Appendices: Appendix A: Virements in Excess of £10k
Appendix B: Business Cases:
 (i) Environmental Maintenance Equipment
 (ii) Cemetery
Appendix C: Statement of Revenue and Capital Reserves

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

Reference: X: C'tee, Council & Sub-C'tees/PFA/2013-14/03-12-13/DG-Items for Approval