

AGENDA ITEM 13

POLICY, FINANCE AND ADMINISTRATION COMMITTEE

2 DECEMBER 2014

REPORT OF HEAD OF CENTRAL SERVICES

CAPITAL PROGRAMME MONITORING TO 31 OCTOBER 2014

1.0 PURPOSE OF THE REPORT

1.1 To update the Committee on the progress of schemes within the Capital Programme to 31 October 2014.

2.0 RECOMMENDATIONS

2.1 It is recommended that:-

(a) the progress made on each capital scheme be noted.

(b) Supplementary estimates be approved for the capitalisation of salary costs of £39,260 for the Website, £25,030 for the Enterprise Document Management (EDM) System and £23,500 for My Account in 2014/15 from capital receipts.

3.0 KEY ISSUES

3.1 Under the Capital Programme Project Appraisal System, monitoring of actual capital expenditure against authorised expenditure is undertaken on a regular basis and reported to the Management Team in its capacity as the Council's Programme Board. Appendix A gives details of the spending against budget for all schemes within this Committee up to 31 October which is the latest available information at the agenda date.

4.0 POLICY AND CORPORATE IMPLICATIONS

4.1 Policy and corporate implications were addressed in setting the current year's budget. There are no further policy and corporate implications arising from this report.

5.0 FINANCIAL AND OTHER RESOURCE IMPLICATIONS

5.1 The financial implications for each scheme are as set out in Appendix A

5.2 The overall position for all capital schemes falling within this Committee is as set out below.

Capital Schemes	Allocated Funding 2014/15 Budget	Authorised Funding 2014/15 (Business Case Approved)	Actual Expenditure to 31 Aug 2014	Year End Forecast	Year End Variance (-) Underspend
	£'000	£'000	£'000	£'000	£'000
General Expenses	760	760	221	865	17

The forecast is generally in line with the budget with schemes progressing although expenditure has yet to be incurred. The exception to this is an anticipated slight year end variance on the Development of Transformational Change Programme which supports other transformational projects and has no further expenditure expectation this year. Also the Oracle Upgrade is expected to overspend due to additional User Acceptance Testing support for receivables and the Patech Helpdesk.

5.3 Following the approval this committee on 12 February 2014 for the capitalisation of salary costs, it is recommended that the following be considered for salary capitalisation of £87,790 in total:

- Website - being 7% of the Principal Systems Officer's time, 10% of the Environmental Health and Principal Building Control Officer's time, 21% of the HR & Communications Manager's time, 29% of the Digital Enhancement Officer's time, 20% of the CRM Development Officer's time and 10% of the Systems Analyst's time totalling £39,260
- EDM – being 30.7% of the Principal Systems Officer's time and 30% of the Systems Analyst's time totalling £25,030
- My Account – being 20% of the CRM Development Officer's time and 40% of the Change Manager's time totalling £23,500.

This is to be funded under a supplementary estimate for the capital projects from capital receipts. As the majority of these staff were working within their contracted hours there will be an underspend on these salaries in the revenue account at the yearend which will be transferred to the Corporate Priorities Reserve. This will provide more flexibility over the use of these funds.

6.0 LEGAL IMPLICATIONS

6.1 Legal implications/powers were addressed in setting the current year's programme. There are no further legal implications arising from this report.

7.0 COMMUNITY SAFETY

7.1 Individual schemes could have links to community safety issues. These should be covered in any associated reports and forms linked to those schemes as they progress through the decision making process.

8.0 EQUALITIES

8.1 Individual schemes could have links to equalities issues. These should be covered in any associated reports and forms linked to those schemes as they progress through the decision making process.

9.0 RISKS

9.1 These should be covered in any associated reports and forms linked to those schemes as they progress through the decision making process.

10.0 CLIMATE CHANGE

10.1 Individual schemes could have links to climate change issues. These should be covered in any associated reports and forms linked to those schemes as they progress through the decision making process.

11.0 CONSULTATION

11.1 Consultation takes place between project managers and the Accountancy Assistant – Community Services to determine the information included in Appendix A. Reports are also prepared on a quarterly basis for the Programme Board.

12.0 WARDS AFFECTED

12.1 To varying degrees all wards are affected by capital schemes within this Committee

Contact Officer: Carol King

Date: 3 November 2014

Appendices: Appendix A – Capital Programme Progress Report – Oct 2014

Background Papers: Oracle Financial Reports
Budget Holder Comments on Performance

Reference:

X: Ctte,Council & SubCttes/PFA/2014-15/02-12-14/DG-Capital Prog. Monitoring-
Oct 2014