

POLICY, FINANCE & ADMINISTRATION COMMITTEE

16 APRIL 2014

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 budget reductions approved under delegated powers (para. 4.1 refers) be noted;
- c) Members approve a supplementary estimate of £50,000 from the Corporate Priorities Reserve to enable detailed plans for the Cattle Market and Food enterprise Centre as outlined in paragraph 5.1 and as requested by the Rural Economic and Environmental Affairs Committee;
- d) Members to approve a supplementary estimate of an additional of £30,000 from the Corporate Priorities Reserve as a subsidy to towards the Green Waste Subscription service as detailed in paragraph 5.2
- e) Members approve a supplementary estimate of an additional £20,000 from the Special Expense Reserve for the works at the Cemetery Lodge.
- f) Members approve a supplementary estimate of £38,500 from the HRA working balance to the HRA for the extension of the rent arrears pilot for a further 12 months and 20% of the cost of a sundry debt collector as noted in paragraph 5.4.

3.0 VIREMENTS

3.1 Delegated Authority

- 3.1.1 Since the last meeting the Head of Central Services has approved thirty six requests for virement within the same service totalling £350,850 and twelve requests for virement between services totalling £117,300. More details of those requests in excess of £10,000 can be found in Appendix A.

4.0 BUDGET REDUCTIONS

- 4.1 The following items have been identified as surplus money in 2013-14 and have been approved as budget reductions under delegated authority:

Budget Head	Reason	Amount £
<u>Rural, Economic and Environmental Committee</u>		
Development Control- Professional Fees	No requirement to contribute to the Heritage and Environmental Record Centre at the County Council	10,000
Development Control	Vacancy savings	2,000
Total		£12,000

5.0 REQUESTS FOR APPROVAL FROM OTHER COMMITTEES

5.1 At a meeting of the Rural, Economic and Environment Affairs committee on 5 March 2014 it was approved that a request be made to this committee for a supplementary estimate of £50,000 in 2014-15 from the Corporate Priorities Reserve to enable detailed plans to be drawn up for the Cattle Market and Food Enterprise Centre. These monies will match fund a bid from the Leicester and Leicestershire Enterprise Partnership Growing Places Revenue Funding Allocation, and the detailed plans will provide the level of information required for a significant bid in line with government department requirements.

5.2 At the same Rural, Economic and Environment Affairs committee meeting another supplementary estimate from the Corporate Priorities Reserve was also approved to provide a subsidy of up to the £30,000 to the Green Waste Subscription service. As part of the agreement when the service was externalised the contractors are able to determine the fees charged and have informed the Council of their intentions to make year on year increases in order to cover costs and deliver profit at a level they consider reasonable. Therefore, in order to minimise the proposed increases in charges a subsidy was requested and in addition to this the committee have also requested that officers negotiate and explore alternative options with BIFFA.

5.3 At a meeting of the Community and Social Affairs Committee on 18 March 2014 it was approved that a request be made to this committee for a supplementary estimate of £20,000. The business case for the Cemetery Lodge was approved on the 13th November 2013 with a sum of £25,000. Initial quotations have now been received ranging from £36,000 to £45,000. As there are no surplus funds in the Special Expense reserve, the approval of this request for additional funds will mean reduced funding available from the reserve to fund the skate park thereby increasing the amount that will need to come from capital receipts.

5.4 To help with the collection of debts and aim to break the cycle of deprivation and build financial confidence it is proposed to extend the rent arrears pilot for a further 12 months and recruit a sundry debt collector. It is estimated that HRA sundry debts account for 20% of the Council's total sundry debts. A supplementary estimate is therefore requested from the HRA working balance into the HRA of £38,500, this being the increased amount of commissioned earned following renegotiation of the Severn Trent Water contract.

6.0 POLICY & CORPORATE IMPLICATIONS

6.1 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.

7.0 FINANCIAL & OTHER RESOURCE IMPLICATIONS

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

8.0 **LEGAL IMPLICATIONS/POWERS**

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

9.0 **COMMUNITY SAFETY**

9.1 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.

10.0 **EQUALITIES**

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

11.0 **RISKS**

11.1 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.

12.0 **CLIMATE CHANGE**

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

13.0 **CONSULTATION**

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

14.0 **WARDS AFFECTED**

14.1 All wards are affected.

Contact Officer: Claire Burgess

Date: 19 March 2014

Appendices: Appendix A: Virements in Excess of £10k

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

Reference: X: C'tee, Council & Sub-C'tees/PFA/2013-14/16-04-14/DG-Items for Approval