

**POLICY, FINANCE & ADMINISTRATION COMMITTEE**

**7<sup>TH</sup> OCTOBER 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 budget reductions approved under delegated powers (para. 4.1 refers) be noted;
- c) the supplementary estimates approved under delegated powers (paras. 5.1.1 and 5.1.2 refer) be noted and;
- d) Members approve a supplementary estimate from the Corporate Priorities Reserve for the completion of the wind energy landscape study, as outlined in paragraph 6.1 and as requested by the Rural Economic and Environmental Affairs Committee.

**3.0 VIREMENTS**

**3.1 Delegated Authority**

3.1.1 Since the last meeting the Head of Central Services has approved forty two requests for virement within the same service totalling £806,470 and eight requests for virement between services totalling £62,670. 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:

<b>Budget Head</b>	<b>Reason</b>	<b>Amount £</b>
<b><u>Policy, Finance &amp; Admin C'tee</u></b>		
Misc Financing Items- Other Items	Reduce inflation allowance budget to reflect supp est required on services to part fund 1% pay award. Balance met from within services.	26,160
<b><u>Rural, Economic &amp; Environmental Affairs C'tee</u></b>		
Development Control- Planning Fees	Income higher than budget	4,000
<b>Total</b>		<b>£30,160</b>

## 5.0 SUPPLEMENTARY ESTIMATES

### 5.1 Delegated Authority

- 5.1.1 The following item has been approved under delegated authority in 2013-14 and funded from budget reduction money:

Budget Head	Reason	Amount £
<b><u>Policy, Finance &amp; Admin C'tee</u></b>		
Central Services- Professional Fees	Additional equalities work to maintain the Council's position following the peer review	4,000
<b><u>All Committees</u></b>		
Employee costs	1% pay award	26,160
<b>Total</b>		<b>£30,160</b>

- 5.1.2 The following item has been approved under delegated authority in 2013-14 and funded from the delegated amount of £20k given to the Council's Management Team for supplementary estimate requests:

Budget Head	Reason	Amount
<b><u>Policy, Finance &amp; Administration C'tee</u></b>		
Central Services – Employee Related Costs	Fixed term support for Chief Accountant	18,200
<b>Total</b>		<b>£18,200</b>

## 6.0 REQUESTS FOR APPROVAL FROM OTHER COMMITTEES

### 6.1 Wind Energy Landscape Study

At a meeting of the Rural, Economic and Environment Affairs committee on 4 September 2013 it was approved that a request be made to this committee for a supplementary estimate of £14,250 funded from the Corporate Priorities Reserve. This would enable the preparation of a Landscape Capacity Study to provide guidance on renewable wind energy proposals.

## 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 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 B.

## 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.

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Contact Officer: Claire Burgess

Date: 19<sup>th</sup> September 2013

Appendices: Appendix A: Virements in Excess of £10k  
Appendix B: 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/2013-14/07-10-13/DG-Items for Approval