

POLICY, FINANCE & ADMINISTRATION COMMITTEE

20 APRIL 2011

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.

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 (para. 5.1.1 refers) be noted and;
- d) Members approve the exemption from contract procedure rules as outlined in para. 6.1

3.0 VIREMENTS

3.1 Delegated Authority

- 3.1.1 Since the last meeting the Head of Central Services has approved fifty-four requests for virement within the same service totalling £1,428,100 and sixteen requests for virement between services totalling £76,060 during 2010-11. More details of those requests in excess of £5,000 can be found in Appendix A.

4.0 BUDGET REDUCTIONS

- 4.1 The following items have been identified as surplus money in 2010-11 and have been approved as budget reductions under delegated authority:

Budget Head	Reason	Amount £
<u>Community & Social Affairs C'tee</u>		
Public Conveniences - NNDR	Savings re: Wilton Road	3,720
Public Relations – Professional Fees	The March edition of the Melton Mail has been cancelled due to the elections and there has been a reduced requirement for specialist PR advice	6,500
<u>Policy, Finance & Admin C'tee</u>		
Chief Executive's Unit – Employee Related Costs	Vacancy management savings – secondment of Performance Officer to Change Team	8,000
Communities – LCC Neighbourhood Management	Funding provided by the County Council for Localities Neighbourhood Management where no additional expenditure required	2,500
Council Tax Benefits - Subsidy	Budget re: 2009/10 subsidy claim no longer required	10,000
Corporate & Democratic Core – Professional Fees, Subscriptions & basic pay	Budget savings from a reduction in the annual sum for subscriptions, a lower requirement for professional fees & a reduction in the claims for members expenses	12,000
Total		£42,720

5.0 SUPPLEMENTARY ESTIMATES

5.1 Delegated Authority

- 5.1.1 The following items have been approved under delegated authority in 2010-11 and funded from budget reduction money:

Budget Head	Reason	Amount
<u>Rural, Economic & Environmental Affairs C'tee</u>		
Development Control – Professional Fees	External legal advice in respect of a wind farm public enquiry	9,000
Development Control – Professional Fees	Specialist advice in respect of the above	7,250
Development Control – Professional Fees	Award of costs in respect of a planning appeal	5,430
Development Control – Professional Fees	External legal advice for advice on the handling of competitive planning applications in Melton	4,420
Total		£26,100

6.0 EXEMPTION FROM CONTRACT PROCEDURE RULES

6.1 New Council Offices

In progressing activities required to prepare the staff and deliver a building environment which supports the vision of the Council, work packages totalling £30k have been granted to Boddy Associates in 2010/11. The largest proportion of this spend has been on the worker neighbourhoods development with a spend of £21k as approved by the Council Business Development Sub-Committee on the 27th July 2009 and the balance mainly revolving around undertaking the furniture procurement.

As we get ever closer to occupation of the building there are a number of other work packages we will be looking to Boddy Associates to deliver the outputs in light of understanding of past activities and linkages to the work previously undertaken.

The areas currently highlighted as having resourcing or expertise gaps are information sharing and move management; both of which attract funding from outside the internal Council budgets.

Where appropriate, a three quote process will be undertaken against the individual work packages in order to ensure a competitive environment and best value. Although early indications are that the total value of work successfully bid and won by Boddy Associates as a global figure could exceed £50k when considering the £30k spent in 2010/11.

In light of time pressures along with the knowledge and experience of Boddy Associates in assisting the Council through the period of change since the fire an exemption to undertake a formal tender process as per the value limits outlined in the Contract Procedure rules is requested for approval.

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

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.

Contact Officer: David Cowl
Date: 1 April 2011
Appendices: Appendix A – List of Virements over £5,000
Background Papers: Committee Papers
Budget Reduction/Virements/Supplementary Estimate Forms
Reference: X: C'tees, Council & Sub C'tees/PFA/2010-11/20-04-11/DG-Items for Approval