

**POLICY, FINANCE & ADMINISTRATION COMMITTEE**

**7 DECEMBER 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 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 (para. 5.1.1 & 5.1.2 refers) be noted;
- d) the supplementary estimate discussed in para 5.2.1 be approved and;
- e) the virement discussed in para 6.1.1 be approved.

**3.0 VIREMENTS**

**3.1 Delegated Authority**

3.1.1 Since the last meeting the Head of Central Services has approved twenty eight requests for virement within the same service totalling £434,370 and nine requests between services totalling £44,510. 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 were identified as surplus money during 2011/12 and were approved as budget reductions under delegated authority:

Budget Head	Reason	Amount
<b><u>Policy, Finance &amp; Admin Committee</u></b>		
Central Expenses – Other Insurance Premiums	Reduction in the sum insured for Works in Progress	2,410
Social & economic Development – Integrated Youth Support Service	Income previously not budgeted for	3,900
BID Revenue Account	Surplus to account as identified during budgeting process	3,820
Economic Development – Partnership Projects	Due to reduced partnership contributions	12,000
Social & Economic Development – Office Materials & Professional Fees	Savings achieved hence budget no longer required	6,000
<b>Total</b>		<b>£28,130</b>

## 5.0 SUPPLEMENTARY ESTIMATES

### 5.1 Delegated Authority

- 5.1.1 The following item has been approved under delegated authority in 2011-12 and funded from budget reduction money:

Budget Head	Reason	Amount
<b><u>Rural, Economic &amp; Environmental Affairs C'tee</u></b>		
Customer Services - CRM	Purchase of CRM adapter to facilitate channel shift	10,000
<b>Total</b>		<b>£10,000</b>

- 5.1.2 The following item has been approved under delegated authority in 2011-12 and funded from the working balance:

Budget Head	Reason	Amount
<b><u>Rural, Economic &amp; Environmental Affairs C'tee</u></b>		
IT Services – Professional Fees	Balance of SOCITM review	20,000
<b>Total</b>		<b>£20,000</b>

### 5.2 Recommendation from the REEA Committee

- 5.2.1 At a meeting of the REEA committee on 16 November 2011 it was agreed that a supplementary estimate request be brought to this committee for approval for £10,000 to be added to the Legal Services Professional Fees budget from the working balance to support legal advocacy, to enable full participation at a standard that maximises the prospects of success in the appeal inquiry regarding an appeal against the refusal of planning application 11/00338/OUT: Erection of 50 dwellings; Old Clay Pits site, Grantham Road Bottesford.

## 6.0 CAPITAL PROGRAMME

### 6.1 Recommendation from the REEA Committee

- 6.1.1 At a meeting of the REEA committee on 16 November it was approved that a virement of £8,000 be vired from the Burton Street Regeneration Scheme and £8,000 be vired from the Wilton Road Car Park improvement scheme to install car park ticket machines at both Burton Street Car Park and also at the Cattle Market Site. A total of 4 machines require replacement at a total estimated cost of £4,000 each. Of these, the cost of two are allowed for within the overall cost of the budget for the regeneration of the site at Burton Street, and two represent an additional requirement.
- 6.1.2 Members did raise questions at the meeting regarding the suitability of the machines to be equipped for coin change and to facilitate credit/debit card purchases. It is not recommended that either of these changes be facilitated due to a loss of income in respect of the former and the additional cost of transactions with the latter.

## 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 are as follows:-

	Budget Reductions £	Working Balance		Corporate Priorities Reserve £	General Reserve Special £	HRA £	MRR £	Capital Receipts £
		General £	Special £					
Balance as at 1 April 2011	0	640,000	49,166	848,067	67,993	397,933	576,858	942,354
Funding of Capital Programme 2011-12 including C/Fwds.	0	0	0	-187,000	0	0	-1,591,000	-83,000
Budgeted Reduction/Increase	0	0	834	-8,770	33,706	920	1,213,830	-260,000
Budget Reductions Approved	41,130	0	0	0	0	0	0	0
Supplementary Estimates Approved	-18,000	-30,000	0	-5,000	0	0	0	-87,000
C/fwd. of Revenue Budgets	0	0	0	-248,430	0	0	0	0
Set-aside to Repay Debt	0	0	0	0	0	0	-150,700	0
Balance of £250k Delegated to BSPWG	0	0	0	0	0	0	0	0
Estimated Balance 31 March 2012	23,130	610,000	50,000	398,867	101,699	398,853	48,988	*512,354

\* Includes sum of £377,500 held on deposit hence may be refundable

- 8.2 The budgeted reduction/increase line shown in the table above reflects the original budget position. The estimated year end position is shown in a separate report on this agenda.

## 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: 17 November 2011

Appendices: Appendix A – List of Virements

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

Reference: X: C'tee, Council & Sub-C'tees/PFA/2011-12/07-12-11/DG-Items for Approval