

**POLICY, FINANCE & ADMINISTRATION COMMITTEE**

**30 NOVEMBER 2016**

**REPORT OF HEAD OF CENTRAL SERVICES**

**ITEMS FOR APPROVAL UNDER FINANCIAL PROCEDURE RULES**

**1.0 PURPOSE OF 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**

It is recommended that:-

- 2.1 The virements approved under delegated powers (para. 3.1.1 refers) be noted,
- 2.2 The budget reductions approved under delegated powers (para. 4.1 refers) be noted,
- 2.3 Members approve a supplementary estimate of £175k from the HRA Working Balance to complete the 2016/17 planned maintenance programme as approved by the Community and Social Affairs Committee and set out in paragraph 5.1,
- 2.4 **Members approve an amendment to the scheme of delegation to permit the Head of Communities & Neighbourhoods in consultation with the Head of Central Services to utilise resources above the minimum HRA working balance for schemes and projects supporting the HAMP and in line with the HRA Business Plan as recommended by the Community and Social Affairs Committee and outlined in paragraph 5.2; and**
- 2.5 The capital programme for the Play Area Equipment be increased from £43k to £51k, with the additional £8k funded by General Reserve Special, as recommended by the Town Area Committee and outlined in paragraph 5.3.

**3.0 VIREMENTS**

**3.1 Delegated Authority**

- 3.1.1 Since the last meeting the Head of Central Services has approved twenty seven requests for virement within the same service totalling £294,510 and ten requests for virement between services totalling £35,770. 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 2016-17 and have been approved as budget reductions under delegated authority:

<b>Budget Head</b>	<b>Reason</b>	<b>Amount £</b>
<b>Policy, Finance &amp; Admin C'tee</b>		
Me and My Learning	Overhead contribution element of Talent Match funding	1,080
Communities	Salary savings from vacant Community Policy Officer and Corporate Policy Manager	11,500
<b>Total</b>		<b>£12,580</b>

#### 5.0 RECOMMENDATIONS FROM OTHER COMMITTEES

- 5.1 At a meeting of the Community and Social Affairs Committee on 16 November it was approved that a request be made to this committee for a supplementary estimate of £175k from the HRA Working Balance to complete the 2016-17 planned maintenance programme. The allocated planned maintenance budget has been spent on phases 1, 2 and 3. Officers have reviewed the specification of the works included in this programme and this has raised the average costs per property, but more works are being undertaken. To ensure continuity with the programme and to retain the current workforce engaged in the programme by the contractor, which has shown to be delivering a good standard of work, members are being asked to approve a supplementary estimate of £175,000 from the working balance to complete a further 62 properties (Phase 4).

- 5.2 At a meeting of the Community and Social Affairs Committee on 16 November it was approved that a request be made to this committee to amend the scheme of delegation to permit the Head of Communities & Neighbourhoods in consultation with the Head of Central Services to utilise resources above the minimum HRA working balance for schemes and projects supporting the HAMP and in line with the HRA Business Plan.

Members will approve the 2017/18 HRA budget based on a number of known factors i.e. budget provision, stock condition database and other regeneration projects. During the year due to its demand nature a number of virements and amendments take place which are reported retrospectively to members. However, in circumstances where additional monies may be needed that support the approved HAMP it is requested these will be done under delegated authority by the Head of Communities and Neighbourhoods in consultation with the Head of Central Services. These will be reported back to members of this committee as part of the regular monitoring reports presented to members during the year. This arrangement currently exists for the HRA capital programme

#### 5.3 Capital Programme

At a meeting of the Town Area Committee on 21 November 2016 it was approved that the Play Area Equipment expenditure is to be increased by £8k to £51k, which will be funded by the General Reserve Special.

The final cost of works at Scalford Brook Play Area; removing the redundant equipment, extensive remedial ground work and site preparation along with the substantially increased safety surfacing required, has increased the cost above that already approved but still within the original estimate approved by the Council..

## **6.0 POLICY AND 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 AND OTHER RESOURCE IMPLICATIONS**

7.1 The current level of balances and reserves are shown in Appendix C. 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            C Burgess, Senior Management Accountant

Date:                        7<sup>th</sup> November 2016

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/2016-17/30-11-16/DG-Items for Approval