

POLICY, FINANCE & ADMINISTRATION COMMITTEE

29 JUNE 2010

REPORT OF HEAD OF FINANCIAL 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 reduction approved under delegated powers (para. 4.1 refers) be noted,**
- c) **the supplementary estimate request of £5k for the I Procurement Project (para. 5.1.1 refers) be approved and be funded from capital receipts,**
- d) **the supplementary estimate request of £40k for Waterfield Leisure Pool revenue budget (para. 5.2.1 refers) be approved and be funded from the Corporate Priorities Reserve and;**
- e) **the funding of the WLP – Project Management/Consultation/Investigation Capital Project for 2010/11 be reduced by £40k and the resultant saving on the Corporate Priorities Reserve be used to fund the supplementary estimate in 2.1 (d) above. Delegated authority be also given to the Head of Financial Services to switch the anticipated funding in the capital programme in order to release the saving (para. 5.2.1 refers).**

3.0 VIREMENTS

3.1 Delegated Authority

3.1.1 Since the last meeting the Head of Financial Services has approved nine requests for virement within the same service totalling £85,220 in respect of 2009/10 and £60,360 in respect of 2010/11. In addition to this, the Head of Financial Services has approved four requests for virement between services totalling £194,650 all relating to 2009/10. More details of those requests in excess of £5,000 can be found in Appendix A.

4.0 BUDGET REDUCTIONS

4.1 The following item was identified as surplus money during 2009/10 and was approved as a budget reduction under delegated authority:

Budget Head	Reason	Amount
<u>Rural, Economic & Environmental Affairs Committee</u>		
Economic Development – Business Improvement District (BID) Income	BID income in excess of expenditure required for scheme	5,800

5.0 CAPITAL PROGRAMME

5.1 I PROCUREMENT

5.1.1 At a meeting of the Management Team held on 1 June 2010 it was agreed that a request be made to this committee for a supplementary estimate of £5k funded from capital receipts. This is required to complete the project and in particular to get the purchase order print and email file correct in terms of layout and email functionality. This has previously been discussed at the Council's Making Progress Group.

5.2 WATERFIELD LEISURE POOL (WLP) – PROCUREMENT & LEGAL COSTS

5.2.1 At a meeting of the Community & Social Affairs Committee held on 19 May 2010 it was approved that a request be made to this committee for a supplementary estimate of £40k funded from the Corporate Priorities Reserve (CPR) to cover the Council's contribution to a joint procurement process to secure a long term management arrangement for WLP, including legal representation. This can be funded by a reduced contribution to the 2010/11 CSA Capital Programme as a result of a reduced budget requirement of £40k for the WLP Project Management/Consultation/Investigation Project. As this project is funded by capital receipts this will require approval to switch funding from other schemes within the CSA's Capital Programme from CPR to capital receipts in order to release the saving. It is recommended that the Head of Financial Services be given delegated authority to do this.

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 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
	£	General £	Special £	£	£	£	£
Provisional Balance as at 1 April 2010	0	640,000	42,456	820,514	0	95,213	0
Funding of Capital Programme 2010-11 including Carry Forwards	0	0	0	-159,000	-7000	0	-1,025,000
Budgeted Reduction/Increase	0	85,080	0	-27,840	16,070	145,190	1,196,540
Budget Reductions Approved	0	0	0	0	0	0	0
Supplementary Estimates Approved	0	0	0	-5,000	0	0	0
Provisional C/fwd. of Revenue Budgets	0	0	0	-221,330	0	0	0
Set-aside to Repay Debt	0	0	0	0	0	0	-75,350
Balance of £250k Delegated to BSPWG	0	0	0	-81,648	0	0	0
Provisional Balance 31 March 2011	0	£725,080	£42,456	330,696	9,070	240,403	96,190

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: David Cowl

Date: 5 June 2010

Appendices: Appendix A – List of Virements

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

Reference: X: Committees/PFA/2010-11/29-06-10/DG-Items for Approval