



Rural Capital of Food

Agenda

Meeting name	Policy, Finance and Administration Committee
Date	Wednesday, 24 January 2018
Start time	6.30 pm
Venue	Parkside, Station Approach, Burton Street, Melton Mowbray LE13 1GH
Other information	This meeting is open to the public

Members of the Policy, Finance and Administration Committee are invited to attend the above meeting to consider the following items of business.

Edd de Coverly
Chief Executive

Membership

Councillors	J. Orson (Chair) R. de Burle M. Glancy E. Hutchison B. Rhodes	L. Higgins (Vice-Chair) P. Cumbers E. Holmes A. Pearson J. Wyatt
Substitutes	P. Chandler T. Greenow	M. Graham

Quorum: 4 Councillors

Meeting enquiries	Kirsty Whelbourne
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Agenda despatched	Tuesday, 16 January 2018

No.	Item	Page No.
1.	APOLOGIES FOR ABSENCE	
2.	MINUTES To confirm the minutes of the meeting held on 29 November 2017 and the minutes of the ad hoc meeting held on 7 December 2017.	1 - 22
3.	DECLARATIONS OF INTEREST Members to declare any interest as appropriate in respect of items to be considered at this meeting.	23 - 24
4.	RECOMMENDATIONS FROM OTHER COMMITTEES There are no recommendations from other committees.	
5.	UPDATE ON DECISIONS The Chief Executive to submit an update on decisions from previous meetings of the Committee.	25 - 26
6.	ITEMS FOR APPROVAL UNDER FINANCIAL PROCEDURE RULES The Director for Corporate Services to submit a report to provide 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.	27 - 42
7.	REVENUE AND CAPITAL BUDGET PROPOSALS 2018-19 The Director for Corporate Services to submit a report to outline the key budget issues that will be going forward to the Council's budget setting meeting on 7 th February 2018 and provide the opportunity for Members to comment on these in advance of the meeting.	43 - 58
8.	PROPOSALS FOR USE OF ADDITIONAL PLANNING FEES The Head of Strategic Planning and Regulatory Services to submit a report making recommendations as to the proposed expenditure of the increase in statutory planning application fees.	To Follow
9.	URGENT BUSINESS To consider any other items that the Chair considers urgent.	

Minutes

Meeting name	Policy, Finance and Administration Committee
Date	Wednesday, 29 November 2017
Start time	6.30 pm
Venue	Parkside, Station Approach, Burton Street, Melton Mowbray LE13 1GH

Present:

Chair Councillor J. Orson (Chair)

Councillors L. Higgins (Vice-Chair) R. de Burle
P. Cumbers M. Glancy
E. Hutchison B. Rhodes
J. Wyatt

Observers

Officers Chief Executive
Deputy Chief Executive
Corporate Director
Learning, Skills and Healthier Communities Manager
Business Partner (DM)
Administrative Assistant (KW)

Minute No.	Minute
P35	<p>Apologies For Absence Apologies were received from Councillors Holmes and Pearson.</p>
P36	<p>Minutes The minutes of the meeting held on 26 September 2017 were confirmed and authorised to be signed by the Chair.</p>
P37	<p>Declarations of Interest Councillors Orson and Rhodes declared a personal interest in any items relating to Leicestershire County Council due to their positions as County Councillors.</p> <p>It was decided that Councillor Rhodes did not have an interest in item 13, Payroll Service but as he is Chairman of an organisation that provides a payroll service he abstained from voting.</p>
P38	<p>Recommendations From Other Committees There were no recommendations from other committees.</p>
P39	<p>Update On Decisions The Chair updated Members on item P.16 2017/18 Exempt Report -Critical/ Severe Threat Level Management in Melton Borough Council and stated that an update on this will be taken to the ad hoc Policy, Finance and Administration Committee meeting on 7 December 2017.</p> <p>The Chair explained to Members that item P.34 2017/18 Exempt report – Commercialism Pilot may be reported at the April meeting of this committee.</p> <p>The update on decisions were noted.</p>
P40	<p>Me and My Learning - End of Year Report The Head of Communities and Neighbourhoods submitted a report to seek Member's comments and approval of the Me and My Learning End of Year report for 2016/17.</p> <p>The Chair thanked the Learning, Skills and Healthier Communities Manager and the Business Partner (DM) for the presentation that had taken place to all Members prior to this committee meeting.</p> <p>A Member asked for figures around those of pension age who do not wish to work but need support and also enquired as to whether there is more capacity in Me and My Learning for more referrals. The Officers clarified that there have been nine referrals for the over 65's who have been helped with digital independence. The referrals were not proactively sought but there is capacity to take on more referrals.</p>

A Member questioned the number of people coming to the front desk. It was explained that officers have done some analysis but the ages of the customers would only be known if they had further interaction with the Council.

Another Member thanked the Me and My Learning team and highlighted the help that that the team provides which is life changing and said that this is why Melton Borough Council should be providing funding.

Another Member stated that Me and My Learning is the best thing that the Council had done however, the net cost is £250k per year and is a non statutory service. It was said that there are pressures on the budget and if the Council is not successful in reducing the costs of the waste collection then cut back will be required so this service could be at risk.

The Deputy Chief Executive explained that the report does not contain details of the demand reduction the service makes and the savings made from this. If this service is not around then the demand on services will increase. Me and My Learning tackles the root causes of the demand issues rather than creating a silo and the scheme focuses on the long term reduction of demand.

A Member stated that he hopes that funding is found as Me and My Learning has been a major success and if the service stops and restarts in the future then the costs to do this would be more than continuing with the service.

All recommendations were moved by Councillor Orson and Councillor Higgins seconded.

All Members were unanimously in favour.

RESOLVED that Members commented on and approved the Me and My Learning End of Year Report, as attached at Appendix A of the report.

(The Deputy Chief Executive, Learning, Skills and Healthier Communities Manager and the Business Manager (DM) here left the meeting)

P41

Disciplinary and Dismissal Procedures for Statutory Officers

The Solicitor to the Council submitted a report to update the committee on the position with regards to the recently adopted Disciplinary Policy with respect to the councils statutory officers and the consequential amendments required to the Council's substitute policy.

The Corporate Director explained that this report is concerning the Governance of the Committee and therefore neither the Chief Executive or the Corporate Director have an interest to declare. The Corporate Director highlighted that the report recommends that there is a change in Governance which would need to be recommended to Full Council, it was explained that there may be issues with

membership of the committees in this committee cycle however this would be organised for the next committee cycle in 2018/19.

A Member highlighted that the report does not say how much notice would be required to substitute. The Corporate Director explained that this will be clarified at the Governance Committee.

All recommendations were moved by Councillor Orson and Councillor Higgins seconded.

All Members were unanimously in favour.

RESOLVED that the Governance Committee recommend to Council that its substitute policy be amended to reflect the restriction on a member of Policy, Finance and Administration Committee from being a substitute on the Appeals Committee and visa versa. And that there is a requirement for members of the Policy, Finance and Administration Committee to undergo appropriate training prior to sitting as the Investigating and Disciplinary Committee.

P42

Items for Approval Under Financial Procedure Rules

The Corporate Director submitted a report to request 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.

A Member questioned recommendation 2.5 and the element surrounding the replacement of vans. It was stated that the current vans are five years old and it was asked if it would be sensible waiting a couple of years to acquire more environmentally friendly vehicles. Another Member thought that the Mercedes engines were designed well and could last ten years.

Another Member argued that the new vehicles would be euro 6 emissions standard whereas the old would be euro 4 emissions standard therefore the current vans are very polluting compared to new ones. It was stated that the electric vans are often very expensive and currently they do not represent the best value.

One Member explained that he does not have the knowledge to say if the vehicles will last another two years and favours replacement to reduce the risk. It was stated that the tax will only apply to cars and not vans.

The Corporate Director explained that there have been complaints previously regarding concerns over the level of the grass cutting service therefore a replacement programme was compiled which ensured vehicles and equipment was replaced in a timely manner ready for the start of the cutting season. It was explained that one option is to defer the purchase of the vans but this could have an impact on the cutting season which starts in March and the replacement programme could be revised.

Councillor de Burle proposed a recommendation that a review of the replacement programme should be included in the budget management strategy. Councillor Rhodes moved the recommendation and Councillor Wyatt seconded.

A Member commented that she is happy a study is being done on the Country Park.

Recommendations 2.1 to 2.5 were moved by Councillor Rhodes and Councillor Wyatt seconded.

All Members were unanimously in favour of the original and additional recommendations.

RESOLVED that:

- 1) the virements approved under delegated powers be noted.
- 2) the supplementary estimates approved under delegated powers to be funded from budget reductions be noted.
- 3) a request from the Community and Social Affairs Committee for £10k towards and ecological study at the country park is to be funded from excising resources but if officers are unable to, a formal request will come back to this committee at a future date for approval, be noted.
- 4) the budget reductions approved under delegated powers be noted.
- 5) the business case for Environmental Maintenance equipment be approved to be funded by £81,000 from the Repairs and Renewals Fund as approved at MEEA.
- 6) Officers to incorporate a review of the Environmental Maintenance front line mower renewal and replacement programme in to the budget management strategy.

P43

Revenue Estimates 2018/19 & Medium Term Financial Strategy

The Corporate Director submitted a report on the latest position regarding the estimates for 2017/18 and 2018/19 and the Medium Term Financial Strategy (MTFS) following the Conservative Chairs Group meeting held on 13 November 2017.

The Corporate Director explained that the report sets out the latest position on the estimates for the Council as a whole for general and special expenses. The estimated year end position for 2017/18 indicates an underspend against in year approvals of £155k and the main variances set out in paragraph 3.2.3 which are ongoing and have been built into next years estimates, others are non recurring in nature. For special expenses Melton Mowbray an underspend of £7k is forecast.

It was explained that with regard to the 2018/19 latest position there currently is a deficit of £515k on general expenses and a contribution for the special expenses reserve for special expenses Melton Mowbray. This does not take into account any savings or growth proposals. Appendices A and B set out proposals for General Expenses and the net impact of those recommended by Management Team for approval would reduce the deficit by £66.5K in 2018/19 to £449K. It is proposed that this deficit be funded from the spending pressures and corporate priorities reserves.

It was said that with regard to special expenses Melton Mowbray whilst there is surplus on the revenue account of £25k there is also ongoing growth being recommended which is £50k this is being refined and options for funding to be shared with alternate sources are being explored.

The Corporate Director explained that with regards to the Autumn statement this was fairly neutral on local government finances and it is assumed that the 4 year settlement will remain as previously notified however there is no certainty until the finance settlement is released.

It was pointed out that it is not sustainable to continue to draw from reserves to balance the revenue budget going forward and therefore Management Team are developing a budget management strategy. One of the key factors to be resolved is the impact of the waste procurement and the green waste element which could have a significant impact on the bottom line for the Council and it would be prudent to see what the outcome of this is and the impact on the Council's forward projections.

The Corporate Director further explained that the report provides an update on the business rates pilot bid and the pool. Should the pilot not be successful it will still be necessary to assess the financial position of the pool following the announcement of the finance settlement and therefore delegation is again requested to withdraw from the business rates pool should the modelling across the country demonstrate this is no longer a financial benefit. However at the current time the pool is performing well in terms of surpluses estimated for the current financial year and the indications are that a pilot if successful would see additional funding being retained within the county area.

A Member highlighted a mistake in table 3.2.1 and the £155k should be a negative figure. The Member further explained that there is an issue with the £515k shortfall and is worried about the funding gap if the waste contract does not deliver, savings will have to be made elsewhere. It was said that he is in favour of charging parish councils for elections. He stated that he was happy with the paper but explained that the Council needs to be prudent as he does not anticipate any respite in the funding situation.

The Chief Executive explained that the Officers are looking to explore all options

before any service reductions are made and the commercial agenda for the Council is one option.

A Member explained that he supports the recharge to the Parish Councils but he queried the costs involved around this for the parishes. The Corporate Director explained that costs would be approximately £2-3k. The charges will not be implemented until 2019/20 to enable the Parishes to be able to take the impact into account when setting their precepts next year. It was said that the recharge could have a disproportionate impact on the smaller Parishes.

A Member questioned the internet costs in the children's centres. The Corporate Director explained that a larger internet line was initially required due to use by internal staff along with Leicestershire County Council and the back up for IT but as with the new IT service, this service is elsewhere and therefore a large line is not required. Melton Borough Council has negotiated with the provider for a better service and cost. The partners are to pick up their proportion of the costs involved with the line.

Another Member questioned how the Me and My Learning figures are projected. The Corporate Director explained that the budget is run like any other budget and scrutinised in the same way.

All recommendations were moved by Councillor Higgins and Councillor de Burle seconded.

All Members were unanimously in favour.

RESOLVED that:

- 1) the estimated year end position for 2017/18 as set out in section 3.2 be noted.
- 2) the position with regard to the 2018/19 estimated and the forward projections for 2019/20 to 2021/22 at this stage in the process and the issues yet to be resolved as set out in section 3.3 be noted.
- 3) should the Business Rate pilot bid not be accepted by the Government delegated authority be given to the Corporate Director in consultation with the Chief Executive and the Chair to withdraw from the Leicestershire pool for business rates should the modelling demonstrate there is no longer a financial benefit to the Council and update the legal agreement with any changes that arise.

P44

Capital Programme Monitoring to 31 October 2017 and Capital Programme 2017-2022

The Corporate Director submitted a report to update the Committee on the progress of schemes within the Capital Programme to 31 October 2017. And to determine the Committee's Capital Programme for 2017-22 based on a review of spending in the current year's programme and schemes included in the programme

	<p>for later years.</p> <p>The Corporate Director presented the report and explained that the welfare reform scheme is recommended to be removed from the programme and the telephony upgrade deferred to 2018/19. One new project relating to an IT server was put forward for approval which subject to approval by the council as part of the budget setting process can be funded by the renewal and repairs fund.</p> <p>The Corporate Director explained to a Member that the telephony system is being upgraded and is delayed to ensure that the system links to the Customer Relationship Management system. One option that is being explored is Skype for Business which would mean further work around a new system would be required.</p> <p>A Member stated that he can support this upgrade but thought £50k was a small budget to upgrade a telephony system and stated that with a good system then it could reduce demand and the Council could benefit massively. It was clarified that the telephony upgrade was only for the contact centre and the IT client thought this was a large budget for what is required.</p> <p>All recommendations were moved by Councillor Orson and Councillor Higgins seconded.</p> <p>All Members were unanimously in favour.</p> <p><u>RESOLVED</u> that:</p> <ol style="list-style-type: none"> 1) the progress made on the capital schemes as attached at Appendix A be noted. 2) the revised Capital Programme for 2017-22 attached at Appendix B be approved. 3) the project mandate in relation to the Northgate Server attached at Appendix C be approved.
P45	<p>Urgent Business</p> <p>There was no urgent business.</p> <p><u>EXCLUSION OF THE PUBLIC</u></p> <p><u>RESOLVED</u> that the Public be excluded during the consideration of the following item(s) of business in accordance with Part 1 of Schedule 12A of the Local Government Act 1972 (Access to Information: Exempt Information) under Paragraphs 1 and 2.</p>
P46	<p>Minutes of the Policy, Finance and Administration Sub Committee</p> <p><u>RESOLVED</u> that the minutes of the sub-committee meeting held on 25 July 2017 be noted subject to an amendment.</p>

P47	Payroll Service <u>RESOLVED</u> that all recommendations within the report be approved.
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The meeting closed at: 7.50 pm

Chair

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of the Local Government Act 1972.

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Minutes

Meeting name	Ad Hoc Policy, Finance and Administration Committee
Date	Thursday, 7 December 2017
Start time	4.30 pm
Venue	Parkside, Station Approach, Burton Street, Melton Mowbray LE13 1GH

Present:

Chair Councillor J. Orson (Chair)

Councillors L. Higgins (Vice-Chair) R. de Burle
P. Cumbers M. Glancy
E. Hutchison A. Pearson
B. Rhodes J. Wyatt

Observers Councillor T. Greenow
Councillor J. Simpson

Officers Chief Executive
Corporate Director
Solicitor to the Council (VW)
Administrative Assistant (KW)

Minute No.	Minute
P48	<p>Apologies For Absence Apologies were received from Councillor Holmes.</p>
P49	<p>Declarations of Interest Councillor Rhodes declared a personal and pecuniary interest in item 3 (Funding for the Melton Mowbray Distributor Road (MMDR)) as the Cabinet Lead for Finance at Leicestershire County Council and left the room for this debate.</p> <p>Councillors Orson and Pearson (upon arrival) declared a personal interest in any items relating to Leicestershire County Council due to their positions as County Councillors.</p> <p>The Corporate Director and Solicitor to the Council declared interests in item 5 (Corporate Structural Realignment and Associated Implications) and left the room for this debate.</p> <p>(Councillor Rhodes here left the meeting throughout this item. Councillor Pearson arrived during consideration of the item.)</p>
P50	<p>Funding for the Melton Mowbray Distributor Road (MMDR) The Corporate Director submitted a report to update the committee with regard to the submission of an Outline Business Case for the development of the Melton Mowbray Distributor Road (MMDR) and on discussions with Leicestershire County Council (LCC) to share the burden of the funding of the MMDR that will not be met from external sources and to seek approval to work with them further on identifying a solution.</p> <p>The Corporate Director explained that Members should have received an updated report with the additional sections highlighted in red along with Appendix A, the Leicestershire County Council's cabinet report and Appendix B, the negotiations of the Heads of Terms.</p> <p>Leicestershire County Council are requesting that letters are exchanged prior to their cabinet meeting on 12 December 2017. Funding for any shortfall in funding can be sought from the Business Rates Pool and the Business Rates Pilot, should that be successful. In addition Leicestershire County Council are requesting that any shortfall in funding be allocated from the New Homes Bonus and the Business Rates growth that is generated by the road. It is also proposed that the feasibility of Council tax being included in the funding arrangement should be assessed.</p> <p>Based on the attached Heads of Terms the detail would need to be developed based on legal advice and more detailed modelling before final submission to Full Council for approval.</p>

Paragraph 5.6 gives an indication of the scale of the contribution of the level of funding we are looking at but more modelling is still to be undertaken but the sums are over the life of the local plan and there are risks of overspends from such a large complex project but the risk in not developing the road is also great.

The Chief Executive explained to Members they would hope that the road could be funded through the bid to the Department for Transport (DfT) and contributions secured from developers but there also needs to be a plan should there be any shortfall or overspends. It was explained that there will be thresholds put in place both to ensure a baseline of funding is retained from the various funding sources as well as a maximum limit above which any agreement would have to be reviewed. This gave a level of protection to the Council and created a threshold within which the council would jointly share the cost of funding the road with the County Council.

The Chairman explained that this is the biggest decision the Council will make but there is risk to both authorities. It was explained that Sir Alan Duncan has been invited for a meeting to seek support to maximise funding from the DfT but there are no information on the detail around this. The Chairman stated that he was happy to move the recommendations but would like to amend recommendation 2.2 to include the Leader in the consultation along with the Corporate Director and the Solicitor of the Council.

Another Member explained that they were happy to second the amendment to the recommendation. It was felt by Members that £8.5k new homes bonus per house is too low and may not maximise the potential development contribution. The Chief Executive advised this is something they were aware of and explained that there was an expectation that greater contributions could be secured and that there was an ability to be flexible in relation to affordable housing provision to address viability issues should they become apparent. The Local Plan is projecting £26m could be achievable through developer contributions.

A Member explained this will put extra constraints on the Council for 15 years but the benefit of extra growth in the town will be seen.

(Councillor Greenow here left the meeting.)

It was said that Members on Planning Committee did not have an interest in this item as the discussions were on funding of the road and not planning issues.

A Member expressed his satisfaction with the consultation and said that Leicestershire County Council are positive as they recognise the impact the road will have on the County.

Another Member explained that every house and service will fund the road but Melton Borough Council and Leicestershire County Council need to get it right. It was said that there have been proposals put forward to have a rail link from Melton

	<p>to Nottingham and this would transform Melton. There are other assets Melton could investigate but if it is in the local plan then planning needs to be passed.</p> <p>A question about business rates pilot was asked and it was explained that it is unknown if the pilot will be successful but it is anticipated that this information will be released in the finance settlement.</p> <p>All recommendations were moved by Councillor Orson and seconded by Councillor Glancy.</p> <p>The motion was carried by a majority vote. Councillor Pearson abstained as he had arrived after the presentation of the report and during consideration of the item.</p> <p><u>RESOLVED</u> that:</p> <p>1) any unfunded element of the cost of the construction and delivery of the Melton Mowbray Distributor Road through a contribution of New Homes Bonus, Business rates and Council Tax as appropriate that is generated through the delivery of the road be financially supported.</p> <p>2) delegated authority be given to the Chief Executive in consultation with the Corporate Director, Solicitor to the Council and the Leader to develop the associated legal agreement with the Leicestershire County Council for submission to the Council for approval.</p>
P51	<p>Urgent Business There was no urgent business.</p> <p><u>EXCLUSION OF THE PUBLIC</u></p> <p><u>RESOLVED</u> that the Public be excluded during the consideration of the following item(s) of business in accordance with Part 1 of Schedule 12A of the Local Government Act 1972 (Access to Information: Exempt Information) under Paragraphs 1,2 and 3.</p> <p><i>(Councillor Rhodes here re-entered the meeting. The Corporate Director and the Solicitor to the Council here left the meeting.)</i></p>
P52	<p>Corporate Structural Realignment and Associated Implications The Chief Executive submitted a report to ensure resources, structures and capacity match the Council's aspirations for a structural realignment. An updated version of the report was presented to Members at the meeting.</p> <p><u>RESOLVED</u> that all recommendations within the report be approved.</p>

The meeting closed at: 5.50 pm

Chair

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of the Local Government Act 1972.

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Advice on Members' Interests

COUNCIL MEETINGS - COMMITTEE MINUTES : DECLARATION OF INTERESTS

Interests need not be declared at Full Council in relation to Committee Minutes which do not become the subject of debate at Full Council (i.e. Minutes referred to solely on a page by page basis when working through the Minutes of each Committee.)

An interest must be declared at Full Council as soon as it becomes apparent that a relevant Committee Minute is to be debated – this applies even if an interest has been declared at Committee and is recorded in the Minutes of that Committee.

PERSONAL AND NON-PECUNIARY INTERESTS

If the issue being discussed affects you, your family or a close associate more than other people in the area, you have a personal and non-pecuniary interest. You also have a personal interest if the issue relates to an interest you must register under paragraph 9 of the Members' Code of Conduct.

You must state that you have a personal and non-pecuniary interest and the nature of your interest. You may stay, take part and vote in the meeting.

PERSONAL AND PECUNIARY INTERESTS

If a member of the public, who knows all the relevant facts, would view your personal interest in the issue being discussed to be so great that it is likely to prejudice your judgement of the public interest and it affects your or the other person or bodies' financial position or relates to any approval, consent, licence, permission or registration then **you must state that you have a pecuniary interest, the nature of the interest and you must leave the room***. You must not seek improperly to influence a decision on that matter unless you have previously obtained a dispensation from the Authority's Governance Committee.

DISCLOSABLE PECUNIARY INTERESTS AND OTHER INTERESTS

If you are present at any meeting of the Council and you have a disclosable pecuniary interest in any matter to be considered or being considered at the meeting, if the interest is not already registered, you must disclose the interest to the meeting. You must not participate in the discussion or the vote and you must leave the room.

You may not attend a meeting or stay in the room as either an Observer Councillor or *Ward Councillor or as a member of the public if you have a pecuniary or disclosable pecuniary interest*.

BIAS

If you have been involved in an issue in such a manner or to such an extent that the public are likely to perceive you to be biased in your judgement of the public interest (bias) then you should not take part in the decision-making process; you should leave the room. **You should state that your position in this matter prohibits you from taking part.** You may request permission of the Chair to address the meeting prior to leaving the room. The Chair will need to assess whether you have a useful contribution to make or whether complying with this request would prejudice the proceedings. A personal, pecuniary or disclosable pecuniary interest will take precedence over bias.

In each case above, you should make your declaration at the beginning of the meeting or as soon as you are aware of the issue being discussed.*

*There are some exceptions – please refer to paragraphs 13(2) and 13(3) of the Code of Conduct

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Agenda Item 5

POLICY, FINANCE AND ADMINISTRATION COMMITTEE

24 JANUARY 2018

UPDATE ON DECISIONS

Item No.	Agenda Item or Minute Number	Decision	PFA Date Originates	Lead Officer	Update
P34.	<u>2017/18 Exempt Report – Commercialism Pilot</u>	RESOLVED that: 4) a further report is brought back in the new year to determine the next steps as appropriate.	26.09.17	KA	Report to be presented to a later meeting of this committee.

Key to Officers

MT	Management Team
ED	Chief Executive
KA	Deputy Chief Executive
DG	Corporate Director
HR	Head of Communities & Neighbourhoods
JW	Head of Regulatory Services
VW	Solicitor to the Council

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POLICY, FINANCE & ADMINISTRATION COMMITTEE

24 JANUARY 2018

REPORT OF DIRECTOR OF CORPORATE 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 and;
- 2.2 the budget reductions approved under delegated powers (para. 4.1 refers) be noted; and
- 2.3 subject to the approval of the Community and Social Affairs Committee, Members approve the business case for the additional £25k offered to MBC by DCLG for wider social care capital projects as outlined in paragraph 5.1.

3.0 VIREMENTS

3.1 Delegated Authority

- 3.1.1 Since the last meeting the Corporate Director has approved ten requests for virement within the same service totalling £113,490 and two requests for virement between services totalling £10,650. More details of those requests in excess of £10,000 can be found in Appendix A of which there has been only one.

4.0 BUDGET REDUCTIONS

- 4.1 The items on the following page have been identified as surplus money in 2017-18 and have been approved as budget reductions under delegated authority. These savings are still included in the base budget providing flexibility moving forward.

Budget Head	Reason	Amount £
<u>Melton Economic & Environmental Affairs C'tee</u>		
Industrial Estates- Rents of Other Buildings	Income budget corrected to reflect occupants	12,800
<u>Policy, Finance & Admin C'tee</u>		
Misc Financing Items- Other Items	Contingency budget for pension auto enrolment not required	30,000
Total		42,800

5.0 RECOMMENDATIONS FROM OTHER COMMITTEES

5.1 At a meeting of the Community and Social Affairs Committee on 23 January 2018 it was recommended that a request be made to this committee to include in the capital programme the business case for DCLG funding for an additional £25k for wider social care capital projects. This includes the provision of adaptations to disabled people's homes to help them better access, and move around, their homes and/or gardens. This additional funding will be utilised to fund capital equipment for assistive technology and key safes. Further detailed information on this capital scheme can be found in the business case attached as Appendix B

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 B. 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: 2nd January 2018

Appendices : Appendix A: Virements in Excess of £10k
Appendix B: Business Case DCLG
Appendix C: 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/2017-18/24-01-18/DG-Items for Approval

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SUMMARY OF VIREMENTS

Virements within the same Service

Service			
From	To	Description	Amount £
HRA R&M- Planned Maintenance	HRA R&M- Professional Fees and HRA Special Services Contract Works	Repairs contract procurement and National Housing Federation Schedule of Rates modules and overspend on special services contract works due to changes in water hygiene regulations and fire assessments funded by underspend on planned maintenance	£52,190
			£52,190

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Business Case

Date: 22nd December 2017

Part A - Document Control

A 1 - Key personnel

Project	DCLG – Additional DFG funding
Sponsor	
Project Manager	Victoria Clarke

A 2 - Version history

Version	Date	Summary of changes	Changes marked

A 3 - Distribution

Name	Area

Part B – Project Background/Overview

B 1 – Background to the Project

DCLG is offering MBC an additional £25k for the provision of adaptations to disabled people's homes to help them better access, and move around, their homes and/or gardens. Home adaptations can be a welcome intervention for many, enabling people to live independently and safely.

While this additional funding should continue to be used for home adaptations, there is also flexibility to use some of the additional funding on **wider social care capital projects**. This additional funding should be spent in the 2017-18 financial year.

B 2 –Key Service Areas Affected

timesage lifeline and possibly environmental health

B 3 – Strategic fit

Minimum content needed for this section:

Having discussed with the DCLG, this is capital funding which could be used to purchase equipment to help people remain safely in their own homes. The lifeline and key safe products were discussed and it was determined that this would fit with the wider social care agenda above.

Critical Success Factor - The additional funding should be spent in the 2017-18 financial year.

-

B 4 - Options appraisal

The current budget for DFGs has not all been allocated, therefore additional funding is not required for this purpose. Therefore the wider social care agenda could benefit from this funding.

B5 - Key Business Risks/Contingency plans

Key risks - failure to obtain permission to spend
Failure to spend within financial year

--

B 6- Financial Implications
Capital

Please define if these are capital or revenue and the financial years they will be incurred. Also consider if they are Special or General Expenses or HRA

	£	£	£	£	Comment
Year	2017-18				
Initial Costs	0				
External Funding	£25,104.60				
Net Cost	0				
Ongoing Savings(-) /costs					

Detailed estimates should be provided to finance to assist with budget monitoring and reporting

B 7 – Project Scoring Matrix

Scoring – for your project – calculate the points				
Criteria	1 Point	2 Points	3 Points	Score
Cost £ (budget, time and human resource)	<£10k	£10k - £50K	>£50K	2
Timescale	< 6 months	6 – 12 months	> 12 months	1
Impact if project failed on the organisation	Minor disruption	Moderate	Major	1
Melton's Track Record	Done Successfully Many Times Before	Done Successfully Once or Twice Before	New Area of Working	2
Stakeholder Interest (internal and external)	Minimal	Moderate	Major	2
Project Complexity	Straight-forward	Moderately Complex	Highly Complex	1
Total score				9

Projects scoring 6 – 10 points - Formal methodology **not** necessary
 Projects scoring > 10 points - Formal methodology **is** necessary

Note

The business case must be submitted initially to the Programme Board and will allow schemes to be prioritised and feasibility to be assessed. Programme board to agree the on-going project management required based on the above scoring and documented on the Project List

Part C – Project Details

This section sets out the direction, scope and objectives of the project and forms essentially the “contract” between the Project Sponsor and Project Manager as to what will need to be delivered.

C 1 - Project Objectives, outcomes and benefits

To enable people be to able to remain in their own home with the confidence of the enhanced lifeline packages.

Part D – Project Management

D 1- Delivery

We will purchase stock for supplying to resident (outside de-minimis levels)

D 2 - Key Stakeholders

This section should identify the key stakeholders, both internal and external to Melton Borough Council, for example:

External Stakeholders

Residents particularly living on their own or spending time on their own when they feel they need support.

Internal Stakeholders must be consulted in drafting the business case and again if there are any subsequent changes during delivery. The stages that internal stakeholders wished to be engaged during project delivery should be agreed at the outset however any changes to the original assumptions/criteria should involve the original stakeholders.

Finance – Yes

Appendix B2, – Standard Risk Management Template

Project Name:

Updated:

Col 1	Col 2	Col 3	Col 4	Col 5	Col 6	Col 7	Col 8	Col 9	Col 10	Col 11
Risk No.	Grade [red, amber, green]	Risk Owner	Cause	Potential Consequences	Current Score	Original Score	Movement [↔,↑,↓]	Current controls [working]	Adequacy of mitigation measures	Planned actions (For key risks only)
1				•						
2				•						
3				•						
4				•						
5				•						

Last updated:

Risk Number	This is the unique identification number given to each individual risk
Owner/project	Who is the risk owner and therefore responsible for ensuring the mitigation work is undertaken
Cause	This describes the existing, potential or perceived risk/threat to the project objectives
Consequence	The impact of the cause is often a chain of events that can impact on many stakeholders
Current score and original score	Based on the risk matrix, how is the risk likelihood scored e.g. A, B, C, D or E Based on the risk matrix, how is the impact scored e.g. 1, 2, 3 or 4 The original score is as per the first time it was raised.
Current mitigation	The existing measures that are in place to control /prevent the risk (risk mitigation)
Adequacy	An assessment on the suitability of the current mitigation measures (adequate, poor, good)

Appendix C2 – Project Plans

Project Plan							
No	Task	Outcomes (when the task is successfully completed)	Possible Start Date and time to Complete	End date (milestone date) <i>This is what you will be held accountable for</i>	Dependencies	Responsible	Cost (£)
1							
2							
3							
4							

- **Task:** What is the task that has to be completed to move the project on?
- **Possible Start Date:** When would you anticipate the task starting
- **Time to Complete:** How long will the task take to complete?
- **Dependencies:** If the task is 'Dependent' on other things happening, what other task needs to be completed first?
- **Responsible:** who is responsible for the task?
- **Cost:** What is the cost?

STATEMENT OF REVENUE AND CAPITAL RESERVES

APPENDIX C

	GENERAL RESERVES				WORKING BALANCES				HOUSING REVENUE ACCOUNT				CAPITAL RECEIPTS				GRAND TOTAL
	Corporate Priorities Reserve	Spending Pressure Reserve	General Reserve Special Expenses	Total	General Expenses	Special Expenses	Housing Revenue Account	Total	Development & Regeneration Reserve	Major Repairs Reserve (Usable)	Total	HRA Usable Capital Receipts	Leisure Vision Usable Capital Receipts	Other Usable Capital Receipts	Total		
1 April 2017 Balance	£ 2,004,099	£ 153,374	£ 244,621	£ 2,402,094	£ 640,000	£ 50,000	£ 1,186,019	£ 1,876,019	£ 5,230,757	£ 2,069,404	£ 7,300,161	£ 2,386,069	£ 805,378	£ 2,269,540	£ 5,460,987	£ 17,039,261	
2017-18 INCOME																	
Contributions from Revenue Accounts	0	0	28,674	28,674	0	0	252,340	252,340	1,220,430	1,394,610	2,615,040	0	0	18,040	18,040	2,914,094	
Interest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Other	0	0	0	0	0	0	0	0	0	0	0	446,901	0	0	446,901	446,901	
Transfers	0	138,000	0	138,000	0	0	0	0	0	0	0	0	0	0	0	138,000	
Total Income	0	138,000	28,674	166,674	0	0	252,340	252,340	1,220,430	1,394,610	2,615,040	446,901	0	18,040	464,941	3,498,995	
EXPENDITURE																	
Contributions to:																	
Revenue Accounts	543,670	79,864	11,900	635,434	0	0	0	0	3,119,000	0	0	0	0	0	0	635,434	
Capital Works	0	0	0	0	0	0	0	0	1,012,000	0	4,131,000	0	35,000	1,506,000	1,541,000	5,672,000	
Capital Works Future Years	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Revenue Self-Aside	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Transfers	138,000	0	0	138,000	0	0	0	0	0	0	0	0	0	0	0	138,000	
Pooled	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total Expenditure	681,670	79,864	11,900	773,434	0	0	0	0	3,119,000	1,012,000	4,131,000	0	35,000	1,506,000	1,541,000	6,445,434	
31 March 2018 Balance	1,322,429	211,510	261,395	1,795,334	640,000	50,000	1,438,359	2,128,359	3,332,187	2,452,014	5,784,201	2,832,970	770,378	781,580	4,384,928	14,092,822	

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POLICY, FINANCE AND ADMINISTRATION COMMITTEE

24 JANUARY 2018

REPORT OF DIRECTOR FOR CORPORATE SERVICES

REVENUE AND CAPITAL BUDGET PROPOSALS 2018/19

1.0 PURPOSE OF REPORT

- 1.1 To outline the key budget issues that will be going forward to the Council's budget setting meeting on 7th February 2018 and provide the opportunity for Members to comment on these in advance of the meeting.

2.0 RECOMMENDATION

- 2.1 That Members provide any comments on the revenue and capital budget proposals for submission to the Council meeting on 7th February 2018.

3.0 KEY ISSUES

3.1 Background

- 3.1.1 A Strategic Planning Away Day was held on the 10th January 2018 for all Members to discuss the Council's financial position with regard to general and special expenses including proposals for growth and savings and capital programme submissions alongside available funding for 2018/19. The future outlook for the Council's finances was also discussed including an overview of the Council's Budget Management Strategy which has been developed to help address the current budget gap over the medium term. Guidance was provided to officers on the proposals that members were likely to support in order to prepare the relevant reports for both this committee meeting and the Council meeting to be held on 7th February 2018.

3.2 Finance Settlement

- 3.2.1 The provisional local government finance settlement was announced on 19th December 2017. The settlement is subject to consultation which closed on 16th January 2018. Following the consultation final figures are provided to councils. Further details if available will be included within the budget report to Full Council in February.

3.3 Revenue Budget 2018/19

- 3.3.1 The key budget proposals arising from the Strategic Planning Away Day are as follows:
- to propose an overall increase in council tax across all funds by 2.99%, with parish special expenses set at the level to result in a balanced budget, Special Expenses Melton Mowbray 0% and the balance to apply to general expenses.
 - to propose the savings options totalling £165,000 that were presented for members consideration as set out in Appendix A. The options set out in Appendix B were not proposed for inclusion in the budget.
 - To propose the items of growth set out in Appendix C be approved for funding and included in the budget. This includes a net £83,860 of on-going funding to be

funded from the base budget and nil for non-recurring funding to be funded from the Corporate Priorities Reserve.

- There was one growth item proposed for Special Expense's for £23,350 as set out in Appendix D. There were no savings proposals put forward for this fund.

3.3.2 These proposals plus an amendment to budget funding projections since the away day relating to the business rate forecasts following a review of the NNDR1 submission has identified the Council will be entitled to additional Section 31 grant resulting in a budget deficit of £269k on the General Fund for 2018/19 (which is lower than the deficit figure presented at the away day). However the budget will need to be updated for the outcome of the planning proposals set out elsewhere on this agenda and also any other changes that arise before the papers are despatched for the meeting of the council. Members should note that one key area still to be resolved is the Wheels to Work budget following the withdrawal of external funding. In order to balance the budget for 2018/19 it is proposed to fund this from a combination of the Spending Pressure Reserve as the first call then the balance from the Corporate Priorities Reserve. Members may recall the Spending Pressure Reserve was created as a fund to help balance the budget going forward whilst steps are taken to generate the necessary efficiencies required for a longer term sustainable solution. The Council has been working on a Budget Management Strategy which is aimed at addressing the budget deficit in a sustainable way going forward and sets out a number of potential savings and income generation projects for further development and prioritisation.

3.4 **Capital Programme 2018/19**

3.4.1 Members considered the allocation of funding to General Expenses at the Strategic Planning Away Day. No proposals for Special Expenses Melton Mowbray were put forward for consideration. The schemes proposed for funding and the source of that funding for General Expenses is set out in Appendix E. The proposed capital programme in respect of the Housing Revenue Account is included as Appendix F which has been reviewed in-line with the updated Housing Asset Management Plan and was presented to the Community and Social Affairs Committee at its meeting on 23rd January 2018.

3.4.2 Members will note that within the current proposed capital programme for 2018/19 that there is a limited number of capital schemes at present. However, the Council will be undertaking further prioritisation work and preparing project mandates / business cases which will come forward during the forthcoming financial year.

3.4.3. Alongside this as part of the updated Prudential Code for Capital Finance in Local Authorities relating to the Councils published in late December 2017 now includes a requirement to produce a Capital Strategy which links into the Treasury Management Strategy. When this element of the code was first highlighted in the initial consultation officers begun work with our treasury advisors to help develop an updated capital strategy which continues to be developed but will require some work around prioritisation of key projects and future direction of the Councils resources. Therefore, officers intend to bring an updated Capital Strategy to members during 2018/19 to meet the new requirements of the code which will also help shape the future capital programme.

4.0 **POLICY AND CORPORATE IMPLICATIONS**

4.1 The process followed with regard to the setting of the Council's budget is in line with the Service and Financial Planning timetable. Proposals for enhancements are assessed including their link to the Council's Priorities and the One Council Corporate Delivery Plans and other corporate documents.

4.2 This process provides for an annual Strategic Planning Away Day to be held. This has enabled all members to have early sight of full budget proposals and to ask questions in order to gain a full understanding of the council's financial position, the priorities against which its financial plans are made and discuss revenue and capital budget proposals. This enables direction to be provided in advance of the Council meeting in terms of the reports

presented. Both revenue and capital proposals had already progressed through individual policy committees earlier in the process.

5.0 FINANCIAL AND OTHER RESOURCE IMPLICATIONS

5.1 The finance settlement represents significant losses of funding to the council. With the future uncertainty and risks facing local authorities due to both the funding cuts and also the changes to the funding regime relating to business rates and other core grants it is essential the council looks to how this can be managed in a planned way. The development of a Budget Management Strategy is a key element in how Melton is looking to address the funding gap and it is essential for the long term health of the authority these are delivered. This is evident with the latest position for 2018/19 estimating a budget deficit but in later years a surplus is estimated based on the delivery of the Budget Management Strategy.

6.0 LEGAL IMPLICATIONS/POWERS

6.1 There are no direct legal implications of this report.

7.0 COMMUNITY SAFETY

7.1 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.

8.0 EQUALITIES

8.1 Should it be considered that elements of the budget proposals may have equalities issues then these have been considered by the service area and assessed accordingly. The position is set out in the attached reports to Council.

9.0 RISKS

9.1 There is always the risk that an item of income or expenditure is not adequately reflected in the budget for any financial year. The process followed as set out in the Service and Financial Planning timetable is aimed at mitigating this risk. However, the Council has a working balance which is annually reviewed and calculated on a risk based approach. This working balance is there to provide for any variations in actuals against budget that could not have been anticipated at this stage. The detailed calculations were presented to this committee as part of the budget framework report approved in September 2016. In addition, the Council has a process for enabling budgets to be moved from one area to another to help ensure the overall position is not affected.

9.2 Risks will be more fully detailed when the budget is presented to Full Council based on the position at that time.

9.3 The Council has a corporate risk relating to the availability of government funding and the impact on the Council's finances. An action plan is in place to support this risk as reported to the Governance Committee

10.0 CLIMATE CHANGE

10.1 Individual budget heads could have climate change issues but these are considered individually as they progress through the approval process.

11.0 CONSULTATION

- 11.1 The Council's corporate priorities were approved following consideration of national priorities, local intelligence, partner's priorities, community views, internal requirements and future challenges. These have been taken into account as part of the budget setting process.
- 11.2 The Service and Financial Planning Timetable sets out the Council's approach to consultation and its links to the budget setting process. All Heads of Service and Members are involved in the process at various stages.
- 11.3 Union representatives were invited to attend the Strategic Planning Away Day in order to facilitate communication with staff representatives.
- 11.4 The Chair of the Town Area Committee was consulted on proposals for Special Expenses Melton Mowbray.
- 11.5 Business ratepayers are being consulted on revenue and capital spending plans via the council's website. The outcome of which will be reported to The Council when the budget is considered.
- 11.6 The Strategic Planning Away Day has been held annually for some considerable years. This enables all members to have early sight of full budget proposals and to ask questions in order to gain a full understanding of the council's financial position, the priorities against which its financial plans are made and discuss revenue and capital budget proposals. This enables direction to be provided in advance of the Council meeting in terms of the reports presented.

12.0 WARDS AFFECTED

- 12.1 All wards will be affected

Contact Officer:	Dawn Garton, Director for Corporate Services
Date:	15th January 2018
Appendices:	Appendix A – General expenses full list of savings proposals Appendix B – General expenses savings not recommended Appendix C – General expenses growth proposals recommended for funding Appendix D – Special Expenses growth proposals recommended for funding Appendix E – General expenses capital projects recommended for funding Appendix F – HRA proposed capital programme
Background Papers:	Budget Working Papers Strategic Planning and Budget 'Away Day' notes
Reference:	X: C'tees, Council & Sub-C'tees/PFA/2017-18/24-01-18/DG – Revenue and Capital Budget Proposals 2018-19

SAVINGS OPTIONS RECOMMENDED

Ref No	C'tee	Service	Reduced Service		Details	Equalities Impact Assessment Completed Y/N
			On-going £	Non Recurring £		
D1	CSA	Homelessness	£40,000	£0	Reduction in B&B costs in line with anticipated 2017-18 year end position. Note, should this service become under pressure this may need re-visiting.	N
D2	REEA	Development Control	£50,000	£0	Additional planning fee income anticipated	N
D3	PFA	Interest Receivable	£35,000	£0	Higher level of balances and interest rate achieved held	N
D4	REEA	Car Parks and Bus Station	£30,000	£0	Additional parking fee income and lease to be renewed	N
D5	REEA	Building Control	£10,000	£0	Additional income arising from building control notices	N
D6	PFA	Elections	£0	£0	All costs for running whole elections (4 yearly) and any by elections following vacancies within Parishes are currently funded by MBC. The proposal is to fully recharge this cost to the relevant Parish Council, both for full elections and any by elections arising. Note: 2019/20 the saving will be £15k, then back to £5k 2020/21 onwards.	N
REDUCED SERVICE TOTALS			<u>£165,000</u>	<u>£0</u>		

SAVINGS OPTIONS AVAILABLE; NOT RECOMMENDED

Ref No	C'tee	Service	Reduced Service		Details	Equalities Impact Assessment Completed Y/N
			On-going £	Non Recurring £		
D2	All	Various Budgets	£12,600	£0	Remove provision for employee professional subscriptions	N
D3	REEA	Economic Development	£16,800	£0	Debt Recovery Officer post, part funded by contributions from LCC, Police and Fire. Funding to be withdrawn by LCC from 01.04.18, it is assumed Police and Fire will follow	N
REDUCED SERVICE TOTALS			<u>£29,400</u>	<u>£0</u>		

SAVINGS OPTIONS AVAILABLE; NOT RECOMMENDED

Ref No	C'tee	Service	Reduced Service		Details	Equalities Impact Assessment Completed Y/N
			On-going £	Non Recurring £		
D2	All	Various Budgets	£12,600	£0	Remove provision for employee professional subscriptions	N
D3	REEA	Economic Development	£16,800	£0	Debt Recovery Officer post, part funded by contributions from LCC, Police and Fire. Funding to be withdrawn by LCC from 01.04.18, it is assumed Police and Fire will follow	N
REDUCED SERVICE TOTALS			<u>£29,400</u>	<u>£0</u>		

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**2018/2019 ESTIMATE
OPTIONS FOR BUDGET GROWTH - GENERAL EXPENSES**

Appendix C

Ref No	C'tee	Service	Growth in Service		Included in 2018-19 Corporate Plan	Project Mandate Required (Y/N)	EIA Completed (Y/N)	Details
			On-going £	Non Recurring £				
GE1	CSA	Leisure Vision	40,000	0	Y	N	Y	The procurement for the Melton Sports & Leisure Village will run into 2018/19 and a projected budget is presented, until the final procurement has been finalised. An increase to the budget is therefore required to sustain the management and maintenance until the procurement phase.
GE2	PFA	Communications	3,500	0	N	N	N	On going cost of having a test website.
GE3	PFA	Communications	15,000	0	N	N	N	A range of initiatives to support the workforce strategy
GE4	CSA	Community Safety	67,610	0	N	N	N	Neighbourhood Management 2 FTEs. To build capacity and resource to tackle issues in priority neighbourhoods.

GROWTH TOTALS £126,110 £0

HRA and Special Expenses contril -£42,250

TOTAL GENERAL FUND GROWTH £83,860 £0

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**2018/2019 ESTIMATE
OPTIONS FOR BUDGET GROWTH - SPECIAL EXPENSES**

Appendix D

Ref No	C'tee	Service	Growth in Service		Included in 2018-19 Corporate Plan	Project Mandate Required (Y/N)	EIA Completed (Y/N)	Details
			On-going £	Non Recurring £				
SE1	TAC	Community Safety	25,350	0	N	N	N	Special Expenses contribution towards General Fund expenditure relating to Neighbourhood Management (2 FTEs) totalling £68k as shown on the options for budget growth General Expenses GE4 (appendix C)

GROWTH TOTALS

<u>£25,350</u>	<u>£0</u>
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CAPITAL SCHEMES 2018-19
DETAILED SCHEME DESCRIPTION
GENERAL EXPENSES

Ref No	C'tee	Scheme	Gross Cost £'000	External Funding/ Contributions £000	Net Cost £000	Details	Management Team Prioritisation
GE1	CSA	Disabled Facilities Grants (Private Sector Mandatory)	237	237	0	Mandatory Scheme. Actual amount dependant upon funding and will be updated once funding confirmed.	Mandatory
GE2	PFA	Telephony Upgrade	50	0	50	New telephony software which will link to the new Customer Relationship Management (CRM) system which takes into consideration new cloud based technology and considers any option for joint procurement with other authorities.	Already approved and committed.
GE3	MEEA	Environmental Maintenance Team Vehicle/Frontline Service Machine replacement	81	0	81	Renewal or replacement of crew vehicles & front line mowing machines in line with approved EMT replacement and Renewal Programme - see attached business case.	Already approved and committed.
GE4	PFA	Northgate Server	18	0	18	New Northgate server	High - ranking 1

GENERAL EXPENSES TOTAL

386	237	149
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COMMUNITY AND SOCIAL AFFAIRS COMMITTEE CAPITAL PROGRAMME 2017-2022

Proj Ref	Scheme	Project Manager	<-- Latest Approval -->		<-----2017/2018----->			<-----2018/2019----->			2019/20	2020/21	2021/22	Total Scheme Cost	
			Committee	Date	For Projects Only - Previous Years Actual Cost	Total Estimate (Mandate)	Allocated Funds (Budget)	Authorised Spending (Bus Case)	Total Estimate (Mandate)	Allocated Funds (Budget)	Authorised Spending (Bus Case)	Total Estimate (Mandate)	Total Estimate (Mandate)		Total Estimate (Mandate)
					£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
	HOUSING REVENUE ACCOUNT														
8002	Replacement Kitchens Bathrooms	MG	PFA	15-Apr-15	N/A	129	129	129	120	120	120	100	100	50	499
8018	Housing, Health and Safety Related Schemes	MG	PFA	15-Apr-15	N/A	66	66	66	50	50	50	50	50	50	266
8005	Replace Exterior Doors & Windows	MG	PFA	15-Apr-15	N/A	30	30	30	132	132	132	70	70	70	372
8006	Rewire Council Properties	MG	PFA	15-Apr-15	N/A	50	50	50	367	367	367	367	367	207	1,358
8003	Central Heating	MG	PFA	15-Apr-15	N/A	40	40	40	260	260	260	150	100	100	650
8009	Re-Roofing Works	MG	PFA	15-Apr-15	N/A	237	237	237	200	200	200	50	50	50	587
9100	Void Catch Up Repairs	MG	CSA	22-Mar-16	N/A	150	150	150	150	150	150	150	150	150	750
8001	Aids & Adaptations	MG	PFA	15-Apr-15	N/A	150	150	150	150	150	150	150	150	150	750
8019	Communal Refurbishments	MG	PFA	15-Apr-15	N/A	19	19	19	0	0	0	0	0	0	19
8020	Capitalisation of Housing Inspector Costs	HR	CSA	10-Apr-13	N/A	79	79	79	89	89	89	75	75	75	393
8025	Beckmill Court Refurbishment & Regeneration	LS	CSA	22-Mar-16	172	2,200	2,200	2,200	0	0	0	0	0	0	2,372
8029	Granby House Refurbishment	LS	CSA	22-Mar-16	251	849	849	849	0	0	0	0	0	0	1,100
8030	Gretton & Wilton Court	LS	PFA	15-Apr-15	N/A	37	37	37	0	0	0	0	0	0	37
8028	Non Traditional Dwelling Site Development	HR	PFA	15-Apr-15	N/A	10	10	10	450	450	450	250	0	0	710
8026	Conversion of Electric Storage Heaters	MG	PFA	15-Apr-15	N/A	15	15	15	100	100	100	100	100	0	315
8032	Fairmead Regeneration	HR	CSA	22-Mar-16	N/A	0	0	0	2,400	2,400	2,400	0	0	0	2,400
8033	Affordable Housing - Gretton Court Extra Care	HR	CSA	22-Mar-16	N/A	0	0	0	100	100	100	8560	0	0	8,660
8034	Affordable Housing	HR	CSA	22-Mar-16	N/A	70	70	70	1330	1330	1330	1100	0	0	2,500
8017	Housing Repairs System	HR			N/A	0	0	0	50	50	50	0	0	0	50
	HOUSING REVENUE ACCOUNT TOTAL					423	4,131	4,131	5,948	5,948	5,948	11,172	1,212	902	23,788
	COMMITTEE TOTAL					557	4,865	4,865	6,185	6,185	6,185	11,409	1,449	1,139	25,604

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