Public Document Pack

Agenda

Meeting name	**Meeting of the Corporate Committee**
Date	**Wednesday, 10 April 2019**
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 Corporate 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

Quorum: 4 Councillors

Meeting enquiries	Catherine Richards
Email	crichards@melton.gov.uk
Agenda despatched	Tuesday, 2 April 2019

No.	Item	Page No.
1.	**APOLOGIES FOR ABSENCE**	
2.	**MINUTES** To confirm the minutes of the meeting held on 30 January 2019. To confirm the minutes of the ad hoc meeting held on 14 March 2019. To confirm the exempt minutes of the ad hoc meeting held on 14 March 2019.	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.	**RESOURCES TO SUPPORT IMPLEMENTATION OF THE PLANNING SERVICES REVIEW** The Director for Growth and Regeneration to submit a report advising the Committee of the broad findings of the Planning Services Review and seeking approval for the resources to support the implementation of the required changes.	25 - 32
5.	**CAPITAL PROGRAMME PROVISIONAL YEAR END POSITION 2018/19** The Director for Corporate Services to submit a report providing information on the provisional Capital Programme year end position for 2018/19 and giving consideration to requests for carrying forward unspent budgets in 2018/19 to 2019/20, in respect of specific schemes.	33 - 38
6.	**BUDGET MONITORING APRIL TO DECEMBER 2018 AND CARRY FORWARD OF REVENUE BUDGETS** The Director for Corporate Services to submit a report detailing requests from budget holders for approval to carry forward unspent budgets from 2018/19 to 2019/20 and providing information on actual expenditure and income incurred on this Committee's services, compared to the latest approved budget for the period 1 April 2018 to 31 December 2018.	39 - 56
7.	**URGENT BUSINESS** To consider any other items that the Chair considers urgent.	

Melton Borough Council

Rural Capital of Food

Minutes

Meeting name	**Corporate Committee**
Date	**Wednesday, 30 January 2019**
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)
P. Cumbers
E. Holmes
P. Chandler (Substitute)
R. de Burle
M. Glancy
J. Wyatt

Observers

Officers
Chief Executive
Director for Corporate Services
Director for Growth and Regeneration
HR & Communications Manager

Minute No.	Minute
28	**Apologies for Absence** Apologies were received from Councillors Hutchison, Pearson and Rhodes. Councillor Chandler attended as substitute for Councillor Rhodes.
29	**Minutes** The minutes of the meeting held on 28 November 2018 were confirmed and authorised to be signed by the Chair.
30	**Declarations of interest** Councillor Orson declared a personal interest in any items relating to Leicestershire County Council, due to his role as a County Councillor. Councillor Cumbers declared a pecuniary interest in agenda item 4 (Revenue and Capital Budget Proposals 2019/20), as a Trustee for Shopmobility and advised that she would leave the meeting during consideration of this item. On behalf of all Council staff, the Chief Executive declared a pecuniary interest in agenda item 7 (Pay Policy and New Pay Spine).
31	**Pay Policy - New Pay Spine** The Director for Corporate Services submitted a report (copies of which had previously been circulated to Members) (a) seeking the Committee's approval for the 2019/20 Annual Pay Policy Statement to be published, in line with the requirements of the Localism Act 2011 (b) highlighting and seeking approval for the introduction of the new national pay spine, effective from 1 April 2019 (c) reviewing the Council discretions in relation to the Local Government Pensions Scheme (LGPS), to ensure they were fit for purpose. The Human Resources and Communications Manager (a) highlighted the following key issues i. <u>Pay Spine</u>: The National Joint Council (NJC) pay agreement for 2018 to 2020 included the introduction of a new pay spine from 1 April 2019, as detailed at Appendix A of the report. The new spine incorporated changes, as detailed at paragraph 3.1 of the report, which had been discussed with Unison and had been subject to an Equalities Impact Assessment (no impact had been identified). ii. <u>Pay Policy Statement</u>: The Localism Act 2011 required the Council to prepare a Pay Policy Statement, as detailed at Appendix B of the report each year. It states the Council's approach to matters relating to the pay of its workforce. There were no issues to highlight and

following consideration at this meeting, it would be submitted to Council on 13 February for approval.

iii. Pension Discretions: The pension regulations required the Council to formulate, publish and keep under review its policies concerning areas of the Pension Scheme, where it may exercise its discretion. The five discretions were detailed at paragraph 3.7 of the report and at Appendix C of the report. Following the introduction of the Local Government Pension Scheme (LGPS) (Amendment) Regulations 2018, two new discretions were proposed, as detailed at paragraph 3.9 of the report and at Appendix C of the report. In addition, minor amendments were proposed, concerning delegations of altered roles and structures and there were an additional five discretions, as detailed at Appendix C of the report and it was advisable to have a written policy on these, in order that members could be clear on the matters.

A Member raised the reference to 'members' at paragraph 3.9 of the report, stating that the Council did not and had never paid a pension to Councillors. The Human Resources and Communications Manager clarified that the term 'member' here referred to members of the pension scheme not Councillors.

There was a discussion on the new national pay spine, as detailed at Appendix A of the report. A Member observed that this Committee and Council had approved the implementation of the National Living Wage (at a meetings held on 13 April 2016 and 8 February 2017) and queried why the new pay spine was submitted for consideration.

The Director for Corporate Services and the Human Resources and Communications Manager explained that Members had previously approved the amendment of the Pay Policy from 2017/18, to pay the National Living Wage, as a replacement to the Living Wage Foundation rate. In 2018, the National Joint Council had confirmed a nationally agreed pay deal (this had been incorporated into the new pay spine, submitted at this meeting), which superseded the proposals agreed by Members previously.

A Member referred to paragraph 3.9(ii) of the report, asking what arrangements were in place to protect those suffering illness. The Human Resources and Communications Manager confirmed that a process was in place, enabling members of the pension scheme to apply for the release of pensions on the grounds of ill health. Members were referred to the Council's Occupational Health Service, who decided fitness and Leicestershire County Council were advised to release pensions if applicable. The current process would continue.

There being no further comments or questions from Members, Councillor Orson moved the recommendations and Councillor Glancy seconded.

RESOLVED that

	(1) the local arrangements for implementing new national pay spine be effective from 1 April 2019; (2) employees receive any increment due on 1 April 2019, in advance of the new pay spine being applied; (3) comments provided by Members on the Pay Policy Statement be submitted to Council; (4) comments provided by Members on the proposed revisions to the pensions discretions be submitted to Council;
32	**Annual Staff Health and Wellbeing Report** The Director for Corporate Services submitted a report (copies of which had previously been circulated to Members) updating the Committee on the progress made by the Council's Health and Safety Officer Committee, in meeting the aims and objectives set out in the Council's Health and Safety Policy for employees, in the evaluation of achieving those aims and the plans for continual improvement in a health and safety culture. The Human Resources and Communications Manager (a) provided an overview of the report, highlighting that the Council's health and safety objectives and plans for continual improvement in its health and safety culture were detailed at Appendix A of the report; (b) advised that attendance and structure of the Health and Safety Officer Committee had been reviewed and regular meetings were in place. All services were well represented and were participating in the meetings. The Health and Safety Officer periodically attended the meetings of teams involved with higher risk health and safety (Customer Services and Environmental Services) and also attended Joint Staff Working Group meetings to provide progress updates. The results of the 2018 Staff Engagement Survey indicated a positive response on how staff feel about health and safety at work; (c) confirmed that an Action Plan was in place and internal and external audits had been undertaken to ensure the Council achieved its aims and objectives, that systems were robust, maintained and areas for improvement were identified and actioned. The findings of external audit were very positive and included recommendations, as detailed at Appendix B of the report, which had been implemented; A Member commented that Control of Substances Hazardous to Health (COSHH) training had been suggested for grounds maintenance staff during their term as Chair of Governance Committee (21 May 2015 – 16 May 2017). The Human Resources and Communications Manager confirmed that the Council's Health and Safety Officer had identified this training need and had been working with relevant

staff to implement the training.

There being no further comments or questions from Members, Councillor Orson moved the recommendation and Councillor de Burle seconded.

RESOLVED that the progress made in the Council meeting its legal duties and commitments to a progressive health and safety management system for employees be noted.

33 **Fire Safety and Mobility Scooter Policy**

The Director for Growth and Regeneration

(a) submitted a report (copies of which had previously been circulated to Members) providing the Committee with an update on actions taken to manage the fire risk in Council owned residential properties with communal areas and proposing the approval of two policies : the Fire Safety Policy, covering all Council owned properties and the Mobility Scooter Policy, for Council owned residential blocks with communal areas;

(b) advised that high risk properties had been identified (sheltered housing schemes and residential housing blocks with communal areas). A thorough review of fire safety arrangements was in progress, including formal surveys and Fire Risk Assessments, which started in May 2018 and would be completed by June 2019. Leicestershire Fire and Rescue Service (LFRS) had undertaken spot check examinations and had issued the Council with informal enforcement notices for three properties. Action Plans had been agreed with LFRS and identified works were being actioned immediately. The Council's Senior Leadership Team had oversight of the progress, lead Members and TFEC were regularly briefed and tenants were kept informed. It was anticipated that this work would complete in early April 2019;

(c) highlighted that the communal meeting room at Mapperley House had been closed until further notice, due to identified risks. A full refurbishment of the room would be undertaken and it was anticipated that this work would complete in early April 2019;

(d) provided an overview of the report, highlighting the following key issues

i. Fire Safety Management Policy: It was considered best practice for the Council to have this Policy, as detailed at Appendix A of the report and a refresh had been required, to reflect recent changes to fire safety guidance. The Policy provided clear guidance for managing fire safety within Council properties and detailed the Council's commitment to ensuring the health, safety and welfare of all users. The two new posts, which had been approved last year were in place and it was proposed that an additional Compliance Officer position be created. The Policy would be reviewed on an annual basis.

ii. Mobility Scooter Policy: The recent fire risk assessments had highlighted the risk of storing mobility scooters within communal areas of residential

schemes. This Policy, as detailed at Appendix B of the report, mainly applied to the storage of scooters in supported schemes and general needs properties. It provided guidance on scooter use and storage, aiming to achieve a balance between the accessibility needs of tenants, the duty to manage fire risk and the practicality of providing appropriate storage facilities. The Council had identified a small number of scooters stored in communal areas and would liaise with owners to agree alternative arrangements to ensure fire safety standards were met. It was anticipated that this would complete by the end of February 2019.

iii. Fire Safety Management Working Group: The Tenants Forum Executive Committee (TFEC) would create an informal Fire Safety Working Group, consisting of three TFEC members and one Member of each of the three Policy Committees. The purpose of the Group was to jointly prepare a tenants engagement plan, ensuring awareness of fire risk etc and to support the Council in its implementation of the above-mentioned Policies and actions arising from Fire Risk Assessments;

The Chair highlighted that this was a positive report on an important issue and expressed thanks to officers who had supported tenants and had worked closely with TFEC to ensure that tenants' needs were identified and prioritised.

A Member emphasised the importance of the Council ensuring safety standards (eg electrical wiring) at its properties were met and the Chief Executive agreed the need to focus on fire safety, stating that there had been significant underinvestment in the Council's housing stock, resulting in some long-standing issues. This was unacceptable and needed to be addressed as a priority. Re-wiring work at Council owned residential properties would be completed in two years, rather than four years. This would be discussed further with Members at the Fire Safety Briefing on 13 February 2019.

Members referred to paragraph 6.5 of the report, emphasising the potential fire hazard (and pests) caused by improper storage of external waste.

A Member commented that the Council may find it difficult to comply with/enforce paragraph 4.5 of the report, as many mobility scooter users did not have insurance cover, to obtain the Council's permission to keep scooters.

The Director for Growth and Regeneration advised that the Council was eager to work with tenants to discuss and agree other options, which would be more suitable. Consultation would be used to 'tease out' alternative approaches.

The Chief Executive advised that it was important for the Council to increase its awareness of such issues. The aim was to implement a two-pronged approach, working with tenants to find suitable options and having the tools and ability to take enforcement action when necessary as well.

A Member queried what process the Council had adopted in relation to checking fire/smoke alarms and advised that they were aware of these being disconnected

	by a tenant. The Director for Growth and Regeneration confirmed that fire/smoke alarms would be checked monthly, as part of the fire safety assessment undertaken by the Compliance Officer. If alarms had been disconnected, enforcement action would be taken. Another Member referred to paragraph 6.4 of the Fire Safety Management Policy. They commented that the wording 'extinguishers are provided for use by trained competent persons' and 'all employees are required to familiarise themselves with the extinguishers provided' could cause confusion for staff. They also highlighted other areas of the Policy, could be re-worded to ensure a better understanding of Policy requirements was achieved. In addition, it was important to highlight that in the event of a fire, staff should evacuate the building, rather than tackle it. The Chair confirmed that he and the Director for Growth and Regeneration would consider some re-wording of the Policy. A Member asked if TFEC required training and the Chair confirmed that this may help with their work and would be discussed with them. There being no further comments or questions from Members, Councillor Orson moved the recommendation and Councillor Glancy seconded. **RESOLVED** that (1) the risks and actions being put in place, relating to fire safety in Council owned residential properties with communal areas be noted; (2) the Fire Safety Policy covering all Council owned properties be approved; (3) delegated authority be given to the Director for Growth and Regeneration, in consultation with the Leader to make amendments to the Fire Safety Policy following recommendations from the Leicestershire Fire and Rescue Services; (4) the Mobility Scooter Policy be approved in principle and subject to those potentially affected, delegated authority be given to the Director for Growth and Regeneration, in consultation with the Leader to approve the final version; (5) an increase to the permanent establishment for the creation of a full time compliance Officer to oversee the delivery of the Council's responsibilities, including in relation to fire safety, gas safety and electrical safety be approved. The funding to be met from within the HRA budget.
34	**Revenue and Capital Budget Proposals 2019-2020** The Director for Corporate Services (a) submitted a report (copies of which had been circulated to Members)

outlining the key budget issues that would be going forward to the Council's budget setting meeting on 13 February 2019 and providing the opportunity for Members to comment on these in advance of the meeting;

(b) highlighted that the report brought together a number of issues which had been discussed at the Member Development Day. Concerning the general expenses revenue budget, the proposal from the Development Day was for an overall council tax increase of 2.99%, to keep within the referendum limit, which for district councils was the higher of £5 or 3%;

(c) advised that the finance settlement had now been finalised and there were no changes over the provisional. Savings of £66,100 were proposed, as detailed at Appendix A of the report. Appendix B detailed the growth for general expenses of a net ongoing of £51,800 and non recurring, to be funded from reserves of £18k;

(d) confirmed that following the Development Day and the drafting of this report, the figures had been refined and result in a deficit of £50k for 2019/20, which would need to be met from reserves. No proposals were put forward with regard to special expenses;

(e) highlighted that with regard to capital, proposals for General Expenses and the source of funding were set out at Appendix C of the report. No proposals were put forward in respect of special expenses. This was a modest programme. The main funding sources were external or use of earmarked reserves and it was proposed that only £29k come from capital receipts;

(f) advised that there were two capital pipeline schemes, which would need to be submitted for Member consideration of funding when further work had been undertaken. These related to the replacement finance system and the customer centric systems. Once the work had been undertaken, it would become clear if these were revenue or capital projects;

(g) highlighted that the HRA programme, as presented to Place Committee and in line with the Housing Asset Management Plan (HAMP) was detailed at Appendix D of the report. The virement and budget reductions, which had been approved under delegation and were required to be reported to this Committee for noting were detailed at Appendices E and F of the report.

(h) confirmed that Member comments would be incorporated into the report to be submitted to Council.

A member queried the spending on repair work to the bridge on Asfordby Road and the Director for Corporate Services advised that this was not proposed for 2020 but would form part of future spending in the rolling programme of works for the Capital Programme. A surveyor would asses the bridge prior to commencement of works and it would be routinely checked for health and safety purposes.

Members expressed concern about the proposed reduction of officer support for the Council's Mayoral role, as detailed at Appendix A of the report. They highlighted the significance of Mayoral and Council involvement and participation in events such as Holocaust Memorial Day, St Mary's Christmas Tree Festival and visits to schools within the borough.

A Member advised that the Conservative Group had agreed responsibility for the provision of a Christmas tree for next years Christmas Tree Festival. If elected, the Member would make arrangements with other Members to facilitate this.

The Director for Legal and Democratic Services reassured Members that the Council's aim was not to end Mayoral involvement in any of these important events and visits. The aim was to generate the savings identified within the Democratic Services Directorate. Any future Mayor could continue their duties as they wished but without dedicated officer support.

The Chief Executive added that the Council was grappling with high risk funding issues. It recognised the value of the Mayoral role and did not want to detract from this but had to identify and implement savings where possible. He reiterated that it was proposed to remove dedicated support, reducing officer workload but support from the Democratic Services team would be available.

A Member highlighted the Melton Country Park Masterplan Scheme, as detailed at Appendix C of the report, asking for details of the £27k Section 106 funding. The Chair asked officers to look into this query and provide the Member with a response directly.

There being no further comments or questions from Members, Councillor Higgins moved the recommendations and Councillor Glancy seconded.

RESOLVED that

(1) the comments provided by Members on the revenue and capital budget proposals be submitted to the Council meeting on 13 February 2019;

(2) the virements approved under delegated powers be noted;

(3) the budget reductions approved under delegated powers be noted.

35 **Capital Strategy 2019-2020**

The Director for Corporate Services

(a) submitted a report (copies of which had previously been circulated to Members) advising that the updated Prudential Code for Capital Finance in Local Authorities was published in late December 2017 and now included a requirement to produce a Capital Strategy, which linked into the Treasury Management Strategy. This report provided the Capital Strategy for

2019/20, for consideration by Members prior to its submission to Full Council;

(b) highlighted that it was not new for the Council to have a Capital Strategy but the requirement for it to link with various other finance documents ie the budget and treasury management strategy meant that Councils had to sharpen focus in regard to that document;

(c) advised that if approved by Council, the refreshed Strategy would form part of the suite of other financial documents, which constitute the budget proposals. The strategy was an overarching document, which set the policy framework for development management and monitoring of capital investment. It needed to link to all other associated documents, which form the budget and would be kept under review;

(d) advised that there were some key pieces of work, which needed to be undertaken and fed into the development and refresh of the Strategy (eg the asset management plan). As this was developed and we current assets understood, it would inform the investment needed to flow into the Capital Strategy and then inform the Capital Programme and budget accordingly;

(e) highlighted that the Council's commercialism agenda and the need to potentially invest in order to save or generate income and this would inform and develop the Strategy;

(f) drew Members attention to the list of key actions, as detailed at section 5 of the Strategy, which needed to be undertaken as the Council progressed with the document.

The Chair asked if the requirement to produce a Capital Strategy, which linked into the Treasury Management Strategy was effectively a process under new legislation.

The Director for Corporate Services confirmed that it was new legislation, in terms of informing part of the budget and the need for it to be considered alongside. There had been a requirement to have a Capital Strategy for some years. It was meant to sharpen the focus of councils as to what it contained and ensure that informed the budget and Capital Investment Plan.

The Chair highlighted the extension of the role of the Section 151 Officer, at paragraph 3.1.3 of the report, asking what the extension involved. The Director for Corporate Services advised that previously this Committee (as having responsibility for assets) would have approved a Strategy. Now expectation was on the Section 151 Officer to ensure that the Capital Strategy would be considered alongside the budget and comment if there were any shortfalls or if it was not appropriately linked.

There being no further comments or questions from Members, Councillor de Burle

	moved the recommendation and Councillor Higgins seconded. **RESOLVED** that the Capital Strategy for 2019/20 be referred to Council for approval.
36	**Prudential Indicators - Treasury Management Strategy 2019 to 2020** The Director for Corporate Services (a) submitted a report (copies of which had previously been circulated to Members) outlining the Council's prudential indicators for 2019/20 to 2021/22 and setting out the expected treasury operations for this period for scrutiny and approval prior to the Council meeting on 13 February 2019; (b) emphasised that the Treasury Management Strategy would be submitted to Council with the budget on 13 February 2019. This Committee was responsible for undertaking the required scrutiny of the Strategy in advance; (c) advised that the document linked to the Capital Strategy and capital proposals set out elsewhere on the agenda. The indicators contained within the report were split between the General Fund and HRA. (d) highlighted that Members had previously indicated the desire to increase the Council's investment in property funds that had performed very well for the Council historically. This type of investment was a longer term investment. The Council had the flexibility to increase its holdings as cash-flow forecasts and forecast reserves and balances indicated that there was scope to do this. However, it was proposed that officers consider this further when there is more certainty on Brexit and the impact it may have on investment returns. In addition, there was a need to be mindful of the implications of the new accounting standards rules (as reported to the previous meeting of this Committee on 28 November 2018), relating to these type of investments. In future, any gains and losses on these funds would need to be recognised in the revenue account and as such, the risk associated with such fluctuations would need to be assessed to see what mitigation was appropriate to manage this potential financial impact. A Member highlighted the table detailing Capital Expenditure at paragraph 3.2.4 of the report, commenting that there was a substantial additional amount of expenditure in the Housing Revenue Account (HRA) for 2019/20 and asking for clarification on what this was in respect of. The Director for Corporate Services referred Members to the Capital Programme HRA, as detailed at Appendix D of the Revenue and Capital Budget Proposals report (agenda item 4). This set out proposed investments in the HRA and should balance back to the amount of expenditure in the HRA for 2019/20. It concerned the need and intention to invest in ensuring 'decent homes' and followed the housing and asset management plan.

The Member noted that ensuring decent homes represented an incredible expenditure for the Council.

The Chief Executive advised that there were two pieces of work, which needed to proceed as a matter of urgency. A full stock condition survey of all housing assets to fully understand the need and following this, a full HRA business plan refresh to ensure confidence in terms of aspiration and maintaining and properly funding existing stock. Historically, the Council had underspent on these areas but steps had now been taken to ensure there was sufficient funding to allow the Council to make these initial investments. A full and fundamental review was required and this would begin over the course of this year.

The Member highlighted the table detailing Net Borrowing at paragraph 3.2.4 of the report, noting that gross borrowing was forecast to move up by 6% and investments move down by approximately 20% in 2019/20. They asked what was causing this change.

The Director for Corporate Services advised that the £2m increase in gross borrowing from 2018/19 to 2019/20 involved a large portion of estimated expenditure and was also linked to the Gretton Court project, which would need to go through a full business case and be approved by Members etc. The initial outline business case indicated the need to supplement with some borrowing from the HRA of £2m. Concerning the reducing investments, this would follow an assessment indicating use of reserves. This too may be linked to the Gretton Court project, as the regeneration reserve on the HRA was used to invest in projects such as Gretton Court and reduced the amount of reserves and therefore reduced investment.

The Member thanked the Director of Corporate Services and the Chief Executive for the information.

There being no further comments or questions from Members, Councillor Orson moved the recommendations and Councillor de Burle seconded.

RESOLVED that

(1) the prudential indicators and limits be referred to Council for approval and adoption;

(2) the Treasury Management Strategy and treasury management prudential indicators be referred to Council for approval and adoption;

(3) the Minimum Revenue Provision (MRP) Statement, which sets out the Council's policy on MRP be referred to Council for approval;

(4) the linkages to the Capital Strategy, due to the integral nature of how the Council manages its treasury finances to support capital development be noted.

37	**Corporate Enforcement Policy** The Director for Legal and Democratic Services (a) submitted a report (copies of which had previously been circulated to Members) seeking the Committee's approval of the Corporate Enforcement Policy, which sets overarching principles for enforcement activities undertaken by the Council; (b) highlighted that a key priority of the Council's Corporate Delivery Plan was achieving a clean and attractive local environment. Capacity within teams had been increased to undertake initial environmental enforcements and proactively tackle environmental crime. (c) advised that the Corporate Enforcement Policy had been drafted by the newly established Corporate Enforcement Group, who were a group of representatives from services with enforcement duties. The Group meet every 6 weeks to consider high profile enforcement issues for the borough and how to deal with the issues, using all powers and skills. (d) provided an overview of the Corporate Enforcement Policy, highlighting that it set out the overarching principles for all enforcement activities undertaken by the Council. Services had specific procedures in place and this Policy was a positive step forward in ensuring the Council had a consistent, fair and open approach to enforcement. The Policy ensured that the Council was compliant with all legislation and that when enforcement action was taken, there was a good case, which was within public interest. It referred to help and support, which may be offered to people who were causing issues, as well as setting the level of enforcement action. The Council's ability to address enforcement issues was strengthened by this Policy and increased support from enforcement officers and the in house Legal team. A Member commented that they were pleased with the Policy, as corporate enforcement was an issue previously raised by Members. A Member raised charities, which were licensed to operate within the borough by the Council, asking if the Corporate Enforcement Policy covered collection activities, including putting flyers and collection bags through letterboxes. The Director for Legal and Democratic Services advised that the Policy did not provide for this specifically. She would expect the Licensing Team to have their own procedures in place for such enforcement. However, the overarching Principles of Enforcement, as detailed at paragraph 2.1 of the Policy may be used by the Licensing Team as guiding principles around human rights, openness and transparency. Another Member highlighted Useful Contacts, as detailed at Appendix 2 of the Policy, commenting that they were please to see this and asking that telephone details be included. The Director for Legal and Democratic Services advised that it

	was difficult to maintain an up to date list of telephone numbers, as they changed regularly. She noted that it was important to make this information accessible and confirmed that she would look into this. There being no further comments or questions from Members, Councillor Orson moved the recommendation and Councillor Glancy seconded. **RESOLVED** that the Corporate Enforcement Policy be approved and adopted.
38	**Urgent Business** There was no urgent business.

The meeting closed at: 8.10 pm

Chair

Minutes

Melton Borough Council

Rural Capital of Food

Meeting name	Corporate Committee
Date	Thursday, 14 March 2019
Start time	4.00 pm
Venue	Parkside, Station Approach, Burton Street, Melton Mowbray, LE13 1GH

Present:

Chair Councillor J. Orson (Chair)

Councillors

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

Observers Councillor J. Illingworth

Officers

Chief Executive
Director for Corporate Services
Director for Legal and Democratic Services
Director for Growth and Regeneration
Assistant Director for Strategic Planning and Regulatory Services
Corporate Services Manager
Administration Assistant (HA)

Minute No.	Minute
39	**APOLOGY FOR ABSENCE** An apology for absence was received from Councillor Rhodes.
40	**DECLARATIONS OF INTEREST** Councillors Orson and Pearson declared a personal interest in items relating to Leicestershire County Council due to their roles as County Councillors.
41	**URGENT BUSINESS** There was no urgent business.
	EXCLUSION OF THE PUBLIC **RESOLVED that the Public be excluded during the consideration of the following item of business in accordance with Part 1 of Schedule 12A of the Local Government Act 1972 (Access to Information : Exempt Information) under paragraph 3.**
42	**FUNDING FOR THE MELTON MOWBRAY DISTRIBUTOR ROAD (MMDR)** The Committee considered a report relating to the funding for the Melton Mowbray Distributor Road (MMDR). The committee discussed the report and the implications associated with it. The vote on the motion was taken by a recorded vote. **RESOLVED** that a set of recommendations were approved as set out in the exempt report.

The meeting closed at: 4.50 pm

Chair

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

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

This page is intentionally left blank

CORPORATE COMMITTEE

10 APRIL 2019

REPORT OF DIRECTOR FOR GROWTH AND REGENERATION

RESOURCES TO SUPPORT IMPLEMENTATION OF PLANNING SERVICES REVIEW

1.0 PURPOSE OF REPORT

1.1 To advise the Committee of the broad findings of the Planning Services Review and to seek to approval for the resources to support the implementation of the required changes.

2.0 RECOMMENDATIONS

2.1 **To Note the completion of the Planning Services Review and the summary of findings as outlined in para 3.3;**

2.2 **To acknowledge the proposed approach to implementing the review outlined in para 3.4 and agree the additional temporary HR and resources to re-design business processes to ensure the appropriate change is delivered;**

2.3 **To delegate authority to the Chief Executive to implement any required structural changes as a consequence of the review, from within the resources identified, and to deal with any consequential HR or one-off financial implications;**

2.4 **To acknowledge that the review identifies a number of areas where additional ongoing resources may be required but that these will only be requested once an appropriate review of process and structures has been undertaken. Confirmation of any additional resources will be the subject of further member approval in due course.**

3.0 KEY ISSUES

3.1 Background

The Council has a clearly articulated vision promoting growth and regeneration, with a desire to enable "…more homes to be built, attracting quality jobs and supporting strong and prosperous communities." The Council has secured the adoption of its Local Plan, and through our partnership with the County Council, government has agreed to provide significant funding in support of the Melton Mowbray Distributor Road (MMDR). Further funding is being sought through the Housing Infrastructure Fund. Over 6,000 new homes are planned for the borough by 2036, with approximately 4,000 forming part of two large sustainable neighbourhoods adjoining the town. To support delivery, the Council has invested in a dedicated regeneration team and boosted the planning team's resources following the planning fee increase in early 2018.

Within the Corporate Delivery Plan 2018-2020 the Council also made a specific commitment to undertake a review of its planning service, recognising the importance of this area in ensuring the growth required is delivered. The review

was undertaken by an independent planning expert and commenced in September 2018 and concluded in December 2018. The report compares the planning service of Melton Borough Council to relevant planning authorities and nationally recognised benchmarks, considers how the service is performing against statutory requirements, sets out the views of internal and external stakeholders, comments on good practice and makes recommendations for areas of improvement.
A Draft Report was received in January 2019 and considered by officers and the findings discussed with lead members and members of the Planning Committee. Comments, where appropriate, have been incorporated into an extensive final report alongside a significant number of recommendations. Officers are now reviewing these in detail and will be developing a detailed implementation plan to secure long lasting improvements to the operation of planning services in Melton.

3.2 **Method for undertaking the review**

The review began with a desk top assessment to establish a baseline of how the service operates. It looked at volume of work, resources, skill sets, customer perceptions, expectations and satisfaction levels, compared with councils in a similar context. A thorough assessment of previous Planning Committee agendas, reports and minutes was also undertaken over the last three years.

Over 30 interviews were undertaken as part of the review. Those who were interviewed included:

- The political and managerial leadership of the Council, including the Planning Committee Chair.
- Managers in the planning service
- Relevant internal Directors, Service Managers and Internal Audit
- Developers, Agents and Architects.
- Parish Council and Community/Local Resident representatives
- Representative of relevant neighbouring Councils and the County Council.
- Two focus groups were held with planning staff.

3.3 **Summary of Findings**

The report sets out the key areas and recommendations that have been made and considers the current performance of the service on the basis of the following themes:

- Leadership and Corporate Engagement
- Achieving Good Outcomes
- Leading and Engaging the Community
- Customer Focus
- People, Performance and Resource Management
- Implementing the Improvements

The key findings of the review are as follows:

- The Planning Service is part of a good council that has high ambitions for supporting growth. There is a strong commitment to delivering quality services.
- The delivery of the Local Plan was an excellent achievement and this provides a sound platform for decision making on planning applications and has political ownership. Building on the Local Plan there now needs to be a focus on

producing Supplementary Planning Documents to provide the necessary detail to preserve and enhance the special characteristics of the Borough.

- Officers are generally seen as accessible, given the limited resources available, though there is a perception the service is more reactive than proactive and there is a need to move from a ‘development control’ approach to ‘development management’.
- There is a mixed picture regarding the speed and efficiency in making planning decisions. Performance in relation to national targets on planning applications has improved and is currently good, despite the length of time statutory consultees take to respond. On the other hand, for related reasons and to accommodate negotiated solutions, the number of applications where ‘extensions of time’ have been requested has risen to very high levels, indicating that more needs to be done to ensure an efficient service is provided.
- The customer journey is inconsistent, there needs to be a better understanding of, and focus on, the service’s customers, both internal and external and communications needs to improve.
- Elements of the development management process, particularly validation are cumbersome, involve too many hand-offs and are inefficient. These need to be addressed through a business process review. ICT does not provide the type of assistance it should and this too should be reviewed as part of this process.
- External stakeholders, particularly applicants and agents have limited confidence in the operation of the Planning Committee. In the absence of the Local Plan the level of deferrals and overturned recommendations was high. This is improving but there are still concerns that the Committee is too accommodating of objectors and that ward councillors have an over-prominent role. Speaking rights also need to be overhauled. The election of a new administration creates an opportunity to revise the procedure rules and deliver a comprehensive training programme to enable a more strategic view to be taken, given the Planning Committee’s duty is to the whole community, not individual wards.
- Enforcement and monitoring of planning conditions is under developed and needs to be given greater priority and resources to build trust and confidence in the process.
- There needs to be stronger management and leadership in the planning service. Currently there is an emphasis on managing by ‘doing’ resulting in key organisational or service issues not being addressed. This has been exacerbated by the increase in demand and capacity issues following the departure of experienced staff, difficulties in their replacement and recruitment generally, and increasing workloads outstripping growth in resource allocation..
- An imbalanced and overly complex structure has created ambiguity of roles and responsibilities and this too needs to be addressed.
- Performance managements needs to improve, both in terms of managing processes and the performance of the planning team. Performance information is limited and not easily accessible and is not routinely utilised to refocus resources where necessary.
- There is a direct link between developing and empowering staff and retention and recruitment difficulties the team is facing. Staff in both planning and planning administration needs to be trained and developed to enable them to carry out their responsibilities more effectively in an efficient and customer focussed way.

- Given the pressures on the team the Council will need to consider whether additional resources are required to support the improvements identified. The review identifies where additional resources would be of greatest benefit in securing performance improvement.
- Any changes will need to be effectively programme managed with appropriate resources deployed to support this. This will need to include a training and development support for both the planning management and the wider team.

3.4 **Response and Implementation**

The Planning Service was the subject of an Internal Audit Review in 2015 and a Planning Advisory Review in 2016. Some of the issues identified and recommendations made have not been effectively implemented, including several which would have made the greatest impact. This has created a level of frustration within the service that the challenges are understood but have not been effectively addressed. It is vital that following this review the Council makes a commitment to effectively respond. The reports itself notes the risks associated with the multiple required changes and highlights the need for the programme to be effectively managed and led.

The Director for Growth and Regeneration, Assistant Director for Strategic Planning and Regulatory Services and the planning service managers have a key role in leading and driving the change required. The planning team itself will also play a vital role in shaping and responding to the changes. There is however a number of other roles and competencies required to support the changes:

- **Project Management** - for oversight of the implementation plan and co-ordination of activity.
- **Human Resources** – to support any required changes to structure, roles and responsibilities and to assist with recruitment and retention
- **Management and Leadership development** – to provide specific development support to the planning services management.
- **Business Process re-engineering** (including improved use of ICT) – to undertake a full review and re-engineering of application processes from receipt, registration, validation, determination through to notification.

Project leadership will be provided by the Director and Assistant Director, whilst a project manager will be appointed from the internal Corporate Improvement Team.

There are currently insufficient resources within the existing HR team to provide the necessary, intensive support to this project. It is therefore proposed that an additional full-time HR Officer role is created and appointed on a 1 year fixed term contract (with option to extend subject to requirement and available resources). It is anticipated the approximate cost of this role will be £50k including on costs.

This new role will provide direct support to the change process, as well as provide additional capacity to the wider HR function, enabling the council to more effectively respond to some of the other issues identified through the LGA Peer Challenge. The key focus for this role is therefore anticipated to include:

- Review of benefits and remuneration to ensure they meet the needs of the Council and consider market conditions.

- Maximising potential through talent management to include a review and implementation of best practice recruitment and retention practices as well as identification and planning of training and development activities; specifically within the planning and assets teams.
- Managing employee relations while supporting any required structure changes as a consequence of service reviews e.g. in planning.
- Co-ordination of leadership development support for planning (and other necessary services); potentially drawing in specialist support utilising existing training budgets.
- Delivery of workforce strategy and the Council's aspiration to be a "great place to work and build a career."
- Supporting any other organisational change required as part of the new corporate strategy development following the establishment of the new council.

To undertake the business process re-engineering of existing processes, an external specialist will be required. It is therefore proposed that a commissioning budget of £10k be created to enable this support to procured. The scope of this commission is anticipated to be:

- Utilse an appropriate methodology to streamline, simplify and improve the receipt, registration, validation and determination of planning applications.
- To help design a new approach which reduces inefficient practices, improves officer ownership and accountability for individual applications and also provides much greater continuity for applicants and agents, improving communication and the customer experience.

By approving the utilisation of these additional resources the Council will be in a position to proceed with implementing the majority of recommendations within the review. It should be noted that some recommendations may require additional resources and this will be more fully assessed once the processes and potential future structures have been more thoroughly considered by the leadership and project team. Should ongoing additional resources be required a further report will be provided to members for approval as appropriate.

3.5 **Changes to Planning Committee**

The Review Report sets out a number of proposed changes regarding the procedure rules and practices within the Planning Committee. These have been considered with the political leadership of the council and informally with the planning committee itself. On the basis of those discussions a new set of Planning Committee Procedure Rules have been drafted and considered alongside the wider constitutional review documents at the Governance Committee in March. They will be tabled for adoption at the Council meeting on 17th April. Subject to their approval, the new procedure rules will positively address a number of important recommendations within the review report and will enable the council to demonstrate to the public and external stakeholders a positive early response to issues identified.

4.0 **POLICY AND CORPORATE IMPLICATIONS**

4.1 The Council's vision is "We are Ambitious for Melton's future. We want to enhance

the quality of life for everyone, by enabling more homes to be built, attracting quality jobs and supporting strong and prosperous communities."

Key priorities which this report supports include:

- Developing a thriving town centre and rural offer, recognised as a great place to invest, live and visit.
- Increasing the availability of good quality homes that meet local needs
- Working with our partners to improve physical and digital infrastructure
- Delivering quality services to businesses and residents, understanding what matters to our customers
- Being a great place to work and build a career.

5.0 FINANCIAL AND OTHER RESOURCE IMPLICATIONS

Additional resources in HR are being proposed to implement the recommendations from the planning review. This will ensure there is focused effort on delivering and implementing change during the 12 month period while also considering the wider corporate benefits.

5.1 The resources required to fund the necessary HR support and the process re-engineering can be met from a mix of the carry forward requested on the budget report elsewhere on this agenda and also from the resources being made available from the business rates pilot. The total amount available to the council from the business rates pilot has yet to be finalised and will be determined by the agreed split between the districts in Leicestershire, which is still subject to discussions, and also the final amount of business rates collected at the year end. These funds are to be spent on financial sustainability and housing and commercial infrastructure. The proposals in this report would fit within this criteria. It may also be appropriate to charge a portion of the HR costs to the Housing Revenue Account as the resource could also be used to support the review of the resources in that area and should that be the case this funding can be authorised through existing delegations. on the

5.2 It is anticipated that there will be changes to the structure of the planning team however the extent of this is currently unknown. The new HR Officer will ensure that good employee relations are maintained and ensure consultation with teams and unions throughout the process. The Council has established HR policies and procedures for managing such a review which will be followed throughout the process.

6.0 LEGAL IMPLICATIONS/POWERS

6.1 The Town and Country Planning Act 1990 provides the local planning authority with a strategic role within the planning system with a statutory responsibility for management of delivery of planning services within its designated area including Development Control and Planning Policy making functions.

Planning legislation and related government guidance requires that the above services are provided in a professional and effective manner, and in particular that the decision making process is robust and transparent.

The Director for Legal and Democratic Services has considered the proposals set

out in this report and is satisfied that they will assist the local planning authority in effectively discharging its statutory duties as set out above.

7.0 **COMMUNITY SAFETY**

7.1 There are no direct community safety implications associated with the report

8.0 **EQUALITIES**

8.1 There are no direct equalities impacts associated with the report.

9.0 **RISKS**

9.1

LIKELIHOOD					
A	Very High				
B	High				
C	Significant		1		
D	Low				
E	Very Low				
F	Almost Impossible				
		Negligible 1	Marginal 2	Critical 3	Catastrophic 4

IMPACT

Risk No	Risk Description
1	Failure to effectively resource the required changes will result in an ineffective implementation and wasted resources in commissioning the review.
2	
3	

10.0 **CLIMATE CHANGE**

10.1 There are no direct implications

11.0 **CONSULTATION**

11.1 Colleagues in the planning services team have been engaged in the development

of the review and the outcomes from the review have been shared with them. Through the project team, regular communication will be maintained with the team. All members have had the opportunity to comment on the new draft Planning Committee procedure rules and a discussion session has been held where all members were able to feed in their views. A wide variety of external stakeholders have been engaged in the review and will receive a summary of the findings and confirmation of next steps subject to the views of the Committee.

12.0 WARDS AFFECTED

12.1 The planning service has the potential to impact all wards.

Contact Officer	Edd de Coverly
Date:	28 March 2019
Appendices :	*None*
Background Papers:	Planning Review – Final Report, March 2019.
Reference :	

CORPORATE COMMITTEE

10 APRIL 2019

REPORT OF DIRECTOR FOR CORPORATE SERVICES

PROVISIONAL CAPITAL PROGRAMME YEAR END POSITION 2018-19

1.0 PURPOSE OF THE REPORT

1.1 The purpose of this report is to provide information on the provisional Capital Programme year end position for 2018-19, and to give consideration for requests for carrying forward unspent budgets in 2018-19 to 2019-20 in respect of specific schemes.

2.0 RECOMMENDATIONS

2.1 That those schemes in the 2018-19 Capital Programme totalling £4,897k and shown in the column headed "Amount to Carry Forward to 2019-20 Scheme Specific" at Appendix A be carried forward and included in the Capital Programme as funded schemes.

2.2 That delegated authority is granted to the Director for Corporate Services to vary the amount of the agreed carry forward on any scheme subject to the spending on any scheme not exceeding the total authorised funds for that scheme.

3.0 KEY ISSUES

3.1 It is seen as good practice for spend on the capital programme against budget to be at a reasonable level with slippage kept at a minimum. In order to monitor this during the year, progress against budget for each project within the capital programme is considered by the Council's Senior Leadership Team on a quarterly basis.

3.2 In addition to the above, quarterly monitoring of the programme is reported to each of the committees and to members generally via the Members Newsletter.

3.3 Within the HRA budget there is significant underspend reported. A comprehensive review of capital budgets is underway but this is linked to the recruitment of key post holders within the Growth and Regeneration Directorate. This will feed into the delivery of the individual aspects and it is anticipated that by the end of September 2019 a clearer position will be a provided and a more accurate forecast in line with the Councils priorities identified in the corporate plan.

3.4 Provisional Year End Position

3.4.1 The provisional year end position is now available for the 2018-19 Capital Programme and is shown at Appendix A and summarised in the table below:

	Authorised Funding 2018-19 £'000	Estimated Year End Position £'000	Variance 2018-19 Underspend (-)/ Overspend £'000	Budget Spent %	Amount C/fwd to 2019-20 £'000
General Fund	993	964	29	97%	137
HRA	7,354	2,800	(4,554)	38%	4,680
Special	20	20	0	100%	0
Total All	8,367	3,784	4,583	45%	4,897

3.4.2 Overall the level of spending achieved is 45% of authorised spend compared to 68% for 2017-18.

3.4.3 All funds are reporting a projected underspend for year end, however, within the General fund and HRA there have been 5 projects with an overspend with details set out in paragraphs 3.4.4 to 3.4.9.

3.4.4 Within the General Fund Disabled Facilities Grants spend is in excess of the approved budget. The key reason for the overspend relates to £33k additional grant funding that has been received and the additional expenditure incurred will be offset against this.

3.4.5 Also retention monies held from the contractor who went into liquidation towards the end of construction of Parkside have been released. The final account is £41k. We have been approached by the insolvency practitioner with regards to the Parkside project whereby retention monies were due where it was previously thought this project was closed and funds returned to the capital reserves. This has not been budgeted for and therefore results in an overspend.

3.4.6 Also with the General Fund a £42k overspend is showing for the Public Conveniences. The reason for the overspend on the toilets is the unforeseen situation with underground utilities, additional signage, landscaping, resubmission of the planning application, connection cost for water and electricity. The final amount of the overspend will not be known for another few weeks until the snagging is sorted and accounts are settled.

3.4.7 Within the HRA an overspend is reported in Appendix A for Re-roofing works of £74k and Beckmill Court Refurbishment & Regeneration of £116k. The Re-roofing works position is due to additional properties being added to the project due to an urgent need to re-roof some properties as identified during the

contract period. Regarding Beckmill Court additional regulatory and compliance works were identified and added to the original specification as the project progressed.

3.4.8 Any Surplus funds from the under-spends will go back into the appropriate reserve when the year end is closed down.

4.0 POLICY AND CORPORATE IMPLICATIONS

4.1 Policy and corporate implications were addressed in setting the current year's budget. There are no further policy and corporate implications arising from this report.

5.0 FINANCIAL AND OTHER RESOURCE IMPLICATIONS

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

5.2 The overall impact on the reserves of the unfunded under/overspends on the various schemes is as follows:

- an increase in the use of general fund capital receipts of £41k which reduces the estimated unused balance at 31.3.20 to £714k. This is primarily due to the overspend on the public conveniences and the return of the Parkside retention monies
- a reduction in the use of the renewal and reserve fund across the 2 years of £7k.
- On the HRA after taking into account the proposed carry forwards an additional £207k will need to funded from reserves to cover the overspends in year which is mainly due to the re-roofing and Beckmill Court refurbishment projects

6.0 LEGAL IMPLICATIONS

6.1 Legal implications/powers were addressed in setting the current year's budget. There are no further legal implications arising from this report.

7.0 COMMUNITY SAFETY

7.1 Community issues were addressed in setting the current year's budget. There are no further community safety issues arising from this report.

8.0 EQUALITIES

8.1 Equality issues were addressed in setting the current year's budget. There are no further equalities issues arising from this report.

9.0 RISKS

9.1 These should be covered in any associated reports and forms linked to those schemes as they progress through the decision making process.

10.0 CLIMATE CHANGE

10.1 Climate change issues were addressed in setting the current year's budget. There are no further climate change issues arising from this report.

11.0 CONSULTATION

11.1 Consultation takes place with budget holders and Heads of Service to enable the appendices of this report to be completed.

12.0 WARDS AFFECTED

12.1 To varying degrees, all wards are affected by schemes included in the Councils' Capital Programme.

Contact Officer:	Jaz Bassan
Date:	18 March 2019
Appendices:	Appendix A – Provisional Year End Position 2018-19
Background Papers:	Oracle Financial Reports
Reference:	X:\Cttee, Council & Sub Cttees\Corporate\2018-19\10 April 2019 -DG - Provisional Capital Programme Year End Position 2018-19

	Authorised Funds	Estimated Year End Position	Underspend (-) / Overspend	Reason for Carry Forward	Amount to Carry Forward to 2019-20 Scheme Specific
General Fund					
New Council Offices	0	41	41		0
Enterprise Document Management (EDM)	3	3	0		0
Telephony Upgrade	58	0	(58)	Project underway however handset purchases pending.	58
Northgate Server	34	34	0		0
Disabled Facilities Grants (Private Sector Mandatory)	409	442	33	Disabled Facilities Grants are now managed through the Lightbulb project hosted by Blaby. Note in this financial year additional funding of £33k has been received and spend against this has been committed.	0
Warm Homes Grants	4	5	1	£5k grant to be repaid March 2019 to the Council. The remaining funds to be carried forward to 19/20.	4
Partnership Scheme in Conservation	6	0	(6)	Purpose for which funds were required have been completed by private investment; project complete and funds no longer required.	0
EMT Vehicle/frontline Service Machine replacement	81	30	(51)	Due to delay in production mower will not be delivered until quarter 1of 19-20.	44
Public Conveniences	367	409	42	Works to be complete by year end with final account awaited.	0
Lake Terrace Waste Depot Refurbishment	31	0	(31)	Drainage works required to comply to the Environment Agency licencing. Business case to be prepared. Project to move forward once staffing in place.	31
Sub Total General Fund	**993**	**964**	**29**		**137**
HRA					
Aids & Adaptations	150	131	(19)	On-going project, aids and adaptations are being progressed in line with policy and date order for small/large works. Further works to continue 19-20	19
Replacement Kitchens Bathrooms	137	122	(16)	Kitchen and bathroom contracts are in place with majority works expected to be completed in year and projected underspend to be carried forward.	16
Central Heating	260	130	(130)	Boiler & central heating replacements works completed on an ad-hoc basis.	130
Replacement Exterior Doors & Windows	132	45	(88)	Some works have been completed and remainder of budget to be committed in 19-20.	88
Rewire Council Properties	401	286	(115)	Expected underspend due to lack of asbestos surveys allocated for asbestos surveys, for professional fees (CDM & QC). Note budget to be carried forward to 19-20 however all rewiring works to be complete by 31 March 2020.	115
Re-Roofing Works	200	274	74	Final year of contract.	0
Housing Repair Systems	50	22	(28)	Purchase and installation of a new system to enable communication of repairs between the Council's Northgate system and the contractors (AXIS) IT system.	28
Housing Health & Safety Related Schemes	50	5	(45)	Completed stock condition survey numbers have dwindled down to virtually nothing recently due to other demands on capacity. Budget not spent required next financial year.	45

	Authorised Funds	Estimated Year End Position	Underspend (-) / Overspend		Reason for Carry Forward	Amount to Carry Forward to 2019-20 Scheme Specific
Capitalisation of Housing Inspector Costs	89	104	15		Salaries to be capitalised at year end.	0
Beckmill Court Refurbishment & Regeneration	1,244	1,360	116		Project complete.	0
Conversion of Electric Storage Heaters	100	16	(84)		Being mobilised and expecting to incur costs for 2 pilot properties. Carry over underspend to next financial year.	84
Non Traditional Dwelling Site Development	450	0	(450)		Works have commenced on preparing masterplans and development appraisals for all council owned sites with development potential..	450
Granby House Refurbishment	31	31	0		Works are complete and signed off with retention works outstanding.	0
Fairmead Regeneration	2,400	20	(2,380)		Works have commenced on preparing masterplans and development appraisals for all council owned sites with development potential..	2,380
Affordable Housing Gretton Extra Care	100	20	(80)		Works have commenced on preparing masterplans and development appraisals for all council owned sites with development potential..	80
Affordable Housing	1,410	85	(1,325)		One flat purchased in quarter 1. Further works to be completed in 19-20.	1325
Void Catch Up Repairs	150	150	0		This is a demand led budget and is projected that there will be an underspend.	0
Sub Total HRA	**7,354**	**2,800**	**(4,554)**			**4,760**
Special						
Play Area Equipment - Kirby Fields and Melton Country Park Climbing Forest	20	20	0		Works to be complete by year end.	0
Sub Total Special:	**20**	**20**	**0**			**0**
Total All	**8,367**	**3,784**	**(4,583)**			**4,897**

CORPORATE COMMITTEE

10 APRIL 2019

REPORT OF DIRECTOR FOR CORPORATE SERVICES

BUDGET MONITORING APRIL TO DECEMBER 2018 AND CARRY FORWARD OF REVENUE BUDGETS

1.0 PURPOSE

1.1 The purpose of this report is to provide information on actual expenditure and income incurred on this Committee's services compared to the latest approved budget for the period 1st April 2018 to 31st December 2018 and to submit for approval requests from budget holders to carry forward under spent budgets from 2018/19 to 2019/20.

2.0 RECOMMENDATIONS

2.1 That the financial position on each of this Committee's services at 31st December 2018 be noted along with the year end forecast for all Committees;

2.2 That the requests set out in Appendix D for budgets to be carried forward from 2018/19 to 2019/20 are approved;

2.3 That once the final year end position is known the actual under spend be compared to the amount requested and the Director for Corporate Services be given delegated authority to amend the actual amount carried forward; and

2.4 The virements approved under delegated powers (para. 3.13 refers) be noted.

3.0 KEY ISSUES

Budget Monitoring

3.1 As part of the Council's budget monitoring procedures all budget holders are asked on a quarterly basis to provide details of service and financial performance. Copies of the budget holders' returns are available for further information.

Overall Position

3.2 A summary of income and expenditure for all the Council's services is attached at Appendix A and summarised below:

	Original Budget £	Appoved Budget at 31.12.18 £	Year End Forecast £	Year End Variance* £
GENERAL FUND				
Total Service cost - All Committees	5,714,300	6,328,560	6,187,438	(141,122)
Other Expenses	(690,552)	(730,552)	(730,552)	0
Net Expenditure Requiring Funding	**5,023,748**	**5,598,008**	**5,456,886**	**(141,122)**
Funding from Tax and Non-Specific Grants	(4,860,678)	(4,860,678)	(4,641,836)	218,842
Use of Reserves**	(163,070)	(737,330)	(919,164)	(181,834)
Net Underspending*	**0**	**0**	**(104,114)**	**(104,114)**

HOUSING REVENUE ACCOUNT				
Net Total HRA	(488,390)	(488,390)	(272,390)	216,000
Use of Reserves**	488,390	488,390	272,390	(216,000)
Net Underspending*	**0**	**0**	**0**	**0**

SPECIAL EXPENSES				
Total Special Expenses	526,570	532,720	532,720	0
Funding from Tax and Non-Specific Grants	(521,294)	(521,294)	(521,294)	0
Use of Reserves**	(5,276)	(11,426)	(11,426)	0
Net Underspending*	**0**	**0**	**0**	**0**

* Underspending (-), Overspending (+)
** Use of Reserves (-) Contribution to Reserves (+)

Key Service Areas

3.3 The Key Service Areas report as at the end of January 2019 for all services is attached at Appendix B. This report is presented to the Senior Leadership Team on a monthly basis and highlights the high risk budgets that were identified as part of the Council's budget protocols. These budgets are reviewed with budget holders monthly. Those budgets which are more complex in nature are supported by more detailed analysis of the service usage that drives the costs.

3.4 The Revenue Budget 2019/20 and MTFS report, which was presented to Council on 13th February 2019, estimated that the 2018/19 year end accounts would show an overspend of £63k. This estimate was determined as part of the budget setting process which ended in November 2018. This report now estimates that based on the latest information there will be a £104,000 underspend by the year end. However, this figure remains indicative and the actual position will depend on the actual year end position, including the impact of any agreed carry forwards.

Corporate Committee

3.5 A summary for all of this Committee's services is attached at Appendix C.

3.7 A summary of the income and expenditure for this Committee's services compared to the approved budget at December 2018 is as follows:

	Original Budget £	Appoved Budget at 31.12.18 £	Year End Forecast £	Year End Variance* £
Corporate Committee	3,612,960	3,860,500	3,776,631	(83,869)

* Underspending (-), Overspending (+)

Budget Variance Exception Reporting +/- £10k

3.8 As part of the budget monitoring process, variances are being promptly and proactively managed, facilitating more detailed reporting. Details of the more significant year end forecast variations +/-£10k (as shown in Appendix C) are also set out below:

Overspends

7 King Street £14,160
Shortfall in income due to a tenancy being delayed while this listed building was undergoing essential maintenance.

Legal Services £23,000
Due to a restructuring it was necessary to employ agency staff to fill vacancies while the new structure was being established.

Housing and Community Assets £12,260
A restructuring of the service coupled with difficulties in recruitment and retention has resulted in additional advertising and staff recruitment costs.

Underspends

Land Charges £12,510
Additional income as a result of a “New Burdens” payment from Central Government which will need to be carried forward at the Year End due to delays in implementing the relevant changes, together with an increase in the number of Land Searches.

NNDR Collection £58,680
Additional income for S31 Grant based on current NNDR figures although any underspend at the year end will be taken into account when assessing the overall NNDR position. Use of the Equalisation Reserve will therefore ensure that there is no overall under or overspending.
.
Communications £56,060
Savings due to a restructuring of the team, together with 2 vacancies relating to the Corporate Improvement Team. Additionally there has been no requirement for legal advice in this area in the year resulting in a saving in professional fees.

Carry Forwards

3.9 The current financial procedure rules allow for under spent budgets below £100,000 to be carried forward to the next financial year subject to the approval by the Corporate Committee by 30th April in any year. Carry forward requests in excess of £100,000 require further approval by Full Council.

3.10 By agreeing to such carry-forward requests this should remove the need for associated supplementary estimate requests being made in 2019/20.

3.11 For 2018/19 the requests from budget holders have been co-ordinated by Finance. The requests submitted are set out in Appendix D and total £148,883 for General Expenses and £6,880 for Special Expenses. These requests have been scrutinised and approved by the Strategic Leadership Team after taking into account carry-forward approvals agreed in previous years.

3.12 A review will be undertaken at the end of 2019/20 to establish the impact on the budget performance for those areas that have carried forward under spends. This information can be used to inform the decision making process for requests in subsequent years

Virements – Delegated Authority

3.13 Since the last meeting the Director for Corporate Services has approved eleven requests for virement within the same service totalling £232,420 and three requests for virement between services totalling £80,500. More details of those requests in excess of £10,000 can be found in Appendix E.

4.0 POLICY AND CORPORATE IMPLICATIONS

4.1 Policy and corporate implications were addressed in setting the current year's budget. There are no further policy and corporate implications arising from this report.

5.0 FINANCIAL AND OTHER RESOURCE IMPLICATIONS

5.1 A co-ordinated approach to the carry forward of under spent revenue budgets provides greater flexibility and freedom to budget holders to manage their budgets. This approach also allows members to see the overall financial implications of approving requests from budget holders.

5.2 Once the accounts have been finalised a check will be made to ensure that the actual net position on individual services supports each request to carry forward under spent budgets. Where the net overall position shows an under spent amount that is below that requested the amount carried forward will be adjusted downwards accordingly. Similarly where the request is to carry forward the balance on an account and the actual under spend is greater than the request then the amount will be adjusted upwards. These adjustments will be submitted for approval by Management Team.

5.3 Once the carry forwards have been agreed any remaining underspending at the year end will be transferred to the Corporate Priorities Reserve.

6.0 LEGAL IMPLICATIONS/POWERS

6.1 Legal implications/powers were addressed in setting the current year's budget. There are no further legal implications arising from this report.

7.0 COMMUNITY SAFETY

7.1 Community issues were addressed in setting the current year's budget. There are no further community safety issues arising from this report.

8.0 EQUALITIES

8.1 Equality issues were addressed in setting the current year's budget. There are no further equalities issues arising from this report.

9.0 RISKS

9.1 The regularity of budget monitoring for each specific budget is based on the level of risk attributed to that budget. This is determined at the start of the financial year and is reported to members as part of the Council Tax setting report.

10.0 CLIMATE CHANGE

10.1 Climate change issues were addressed in setting the current year's budget. There are no further climate change issues arising from this report.

11.0 CONSULTATION

11.1 All budget holders and MT have been consulted regarding carry forwards.

11.2 Budget Holders and the Service Accountant discuss the financial performance of the service accounts at budget monitoring meetings arranged with reference to current budget monitoring protocols.

12.0 WARDS AFFECTED

12.1 To varying degrees, most if not all wards are affected.

Contact Officer:	D Scott
Date:	13 March 2019
Appendices:	Appendix A – Summary of Income & Expenditure- All Committees Appendix B – Budget Monitoring – Key Service Areas Appendix C – Summary of Income & Expenditure- Corporate Committee Appendix D – Request for Carry Forward of Revenue Budgets
Background Papers:	Carry Forward Request Forms Oracle Financial Reports Budget Holder Comments on Performance
Reference:	X: C'tees, Council & Sub-C'tees/Corporate Committee/2018-19/Reports/2019 04 10/Item 6 Carry Forwards & Budget Monitoring

This page is intentionally left blank

APPENDIX A

SUMMARY OF INCOME AND EXPENDITURE APRIL TO DECEMBER 2018

		Original Budget Per Budget Book £	Approved Budget at Dec '18 £	Year End Forecast £	Year End Variance* £
	GENERAL FUND				
	Committees				
1	People Committee	1,545,500	1,643,040	1,594,127	(48,913)
2	Corporate Committee	1,632,150	1,879,690	1,795,821	(83,869)
3	Place Committee	2,536,650	2,627,830	2,797,490	169,660
4	Unallocated Budget Reductions		178,000		(178,000)
5	**Total Service Cost - All Committees**	**5,714,300**	**6,328,560**	**6,187,438**	**(141,122)**
	Other Expenses				
6	Reversal of Notional Parkside Rent	39,370	39,370	39,370	0
7	Interest and Investment Income	(96,800)	(136,800)	(136,800)	0
8	Capital Financing and Depreciation	(638,370)	(638,370)	(638,370)	0
9	CTSS Grants to Parish Councils	5,248	5,248	5,248	0
10	**Total Other Expenses**	**(690,552)**	**(730,552)**	**(730,552)**	**0**
11	**Net Expenditure Requiring Funding**	**5,023,748**	**5,598,008**	**5,456,886**	**(141,122)**
	Funding from Tax and Non-Specific Grants				
12	National Non-Domestic Rates	(1,439,180)	(1,439,180)	(1,220,338)	218,842
13	Council Tax	(3,117,500)	(3,117,500)	(3,117,500)	0
14	Rate Support Grant	(46,882)	(46,882)	(46,882)	0
15	New Homes Bonus	(257,116)	(257,116)	(257,116)	0
16	**Funding from Tax and Non-Specific Grants**	**(4,860,678)**	**(4,860,678)**	**(4,641,836)**	**218,842**
	Use of Reserves				
17	Carry forwards	0	(220,080)	(220,080)	0
18	Other Reserves	(149,000)	(149,000)	(150,672)	(1,672)
19	Business Rates	141,580	141,580	(8,582)	(150,162)
20	Corporate Priorities Reserve	0	(42,200)	(42,200)	0
21	Spending Pressures	(155,650)	(467,630)	(497,630)	(30,000)
22	**Use of Reserves****	**(163,070)**	**(737,330)**	**(919,164)**	**(181,834)**
23	**NET UNDERSPENDING***	**0**	**0**	**(104,114)**	**(104,114)**
	HOUSING REVENUE ACCOUNT				
24	Total Expenditure	7,784,930	7,788,510	8,023,510	235,000
25	Income	(8,273,320)	(8,276,900)	(8,295,900)	(19,000)
26	**Net Total HRA**	**(488,390)**	**(488,390)**	**(272,390)**	**216,000**
27	**Use of Reserves****	**488,390**	**488,390**	**272,390**	**(216,000)**
28	**NET UNDERSPENDING***	**0**	**0**	**0**	**0**
	SPECIAL EXPENSES				
29	Melton Mowbray	514,850	521,000	521,000	0
30	Sproxton	5,430	5,430	5,430	0
31	Frisby	6,290	6,290	6,290	0
32	**Total Special Expenses**	**526,570**	**532,720**	**532,720**	**0**
33	**RSG**	**(5,485)**	**(5,485)**	**(5,485)**	**0**
34	**Council Tax**	**(515,809)**	**(515,809)**	**(515,809)**	**0**
35	**Use of Reserves****	**(5,276)**	**(11,426)**	**(11,426)**	**0**
36	**NET UNDERSPENDING***	**0**	**0**	**0**	**0**

* Underspending (-), Overspending (+)

** Use of Reserves (-) Contribution to Reserves (+)

This page is intentionally left blank

BUDGET MONITORING- KEY SERVICE AREAS 2018-19
1 APRIL 2018 - 31 JANUARY 2019

APPENDIX B

Main Code	Service Area	Latest Approved Budget £	Budget to Period 8 £	Adjusted Actual to Period 8 £	<--------Variance---------> Adverse £	Favourable £	Projected Full Year Variance ( ) = Favourable £		
	General Expenses								
	EXPENDITURE								
050	Waste Management Contractor Costs	1,872,430	1,577,000	1,294,414	-	282,586	(51,830)	☺☺	The VO's have been higher than budget and there have been increases in the rejected contaminated loads resulting in an overspend of £39k. However there is expected to be a £28k saving against budget for the new contract and a £42k saving on the green waste collection costs. Due to redirection from LCC of green waste disposal there will no longer be any processing costs, this is offset by loss of income from LCC, however we are to be charged a mileage rate by the contractor for the redirection, this is expected to reduce the underspend by £11k.
340	Planning Professional Fees	52,200	44,000	23,934		20,066	(8,000)	☺☺	There is one outstanding planning appeal cost award for which the amount is currently unknown. At this time the budget is expected to cover the costs resulting in an expected £8k saving; this will be closely monitored as any new appeals may clear this saving.
372	Rent Rebates - Non HRA (Net)	520	1,933	(1,714)	-	3,648	(2,060)	☺☺	Improved projecttion due to overpayment recovery position.
373	Rent Rebates-HRA Properties (Net)	(55,110)	(45,925)	(165,752)	-	119,827	(29,167)	☺☺	Based on mid year estimates to DWP forecast has been reviewed and outturn is expected projected to be better than budget. As above overpayment recovery position to be reviewed.
375	Rent Allowance Payments (Net)	(31,070)	(25,892)	(255,862)	-	229,970	(97,210)	☺☺	Based on Dec estimates to DWP forecast has been reviewed and outturn is expected projected to be better than budget. As above overpayment recoveryfor aged debt position has resulted in an improvement in net contribution.
410	Homelessness	152,120	128,180	141,495	13,315	-	1,900	☹	Demand is continuing to remain high due to the changes in legislation. Agency costs are £7k more than budget due to long term sicknesses in the team in the first half of the year. The overspend will be offset by virements from areas with savings.
471	Customer Services	882,550	690,164	622,497	-	67,667	0	☺	Salary savings due to vacant posts (including Customer Experience Manager), secondments, salary sacrifice for additional holiday pay and maternity leave. Additional DWP funding confirmed in relation to UC against that expected and other DWP grants received. Work is underway to identify where additional DWP New Burdens income will be used and if not committed will be reserved at y/e.
507	Environmental Maintenance	410,290	322,082	295,601		26,481	(6,100)	☺☺	It is expected that by the year end a saving of £5,900 could be achieved within the salaries lines due to some short vacancies during recruitment and the officers starting on lower spinal points. An additional £200 income has also been received from the BID. This will be closely monitored.
627	Wheels to Work	31,750	28,353	33,749	5,396	-	21,000	☹	Adverse position due to additional redundancy costs which has been partly offset from monies from sales of equipment. Supplementary Estimates of £74k have already been approved and processed. Finally £17k for bad debts has been included.

APPENDIX B

BUDGET MONITORING- KEY SERVICE AREAS 2018-19
1 APRIL 2018 - 31 JANUARY 2019

Main Code	*Service Area*	*Latest Approved Budget* £	*Budget to Period 8* £	*Adjusted Actual to Period 8* £	*<--------Variance---------> Adverse* £	*Favourable* £	*Projected Full Year Variance ( ) = Favourable* £		
	General Expenses								
730	Retained Business Rates	335,358	335,358	440,635	105,277	-	93,668	☹	This budget reflects the current situation with the levy. The current year end forecast is for the levy to be £426K. Although it is expected that we will have to pay more over to the Levy, this means that the Council will have received more NNDR than expected and the benefit of this will be received next year.
	Total Expenditure				123,988	750,245	(77,798)		

BUDGET MONITORING- KEY SERVICE AREAS 2018-19
1 APRIL 2018 - 31 JANUARY 2019

APPENDIX B

Main Code	Service Area	Latest Approved Budget £	Budget to Period 8 £	Adjusted Actual to Period 8 £	<--------Variance---------> Adverse £	Favourable £	Projected Full Year Variance ( ) = Favourable £		
	General Expenses								
	INCOME								
050	Waste Management Income	390,610	325,508	298,465	27,043		87,660	☹	The recycling prices per tonne had been budgeted at £46.22, however over the first 6 months the price per tonne has been only an average of £23, this has resulted in a shortfall of £67k. There has also been increased contamination levels within the recyclate and has resulted in a shortfall of £9k from the LCC credits. The redirection of the green waste disposal has resulted in a loss of income from October 2018, this is partially offset by the reduced disposal costs. Some additional income has been projected from bulky waste etc which has reduced the deficit.
120	Car Park Income	678,950	565,792	534,313	31,479		29,630	☹	The YTD income relating to parking fees is currently £29k behind budget. Income continues to be lower than expected. Continued works on the public conveniences which is impacting on the car park income at St Marys Way and Wilton Road. Using the actuals to date and projecting forward it is currently expected that there will be a £38k shortfall in parking fees. However the Arla lease has been renewed, which will produce an additional income of £9.5k. Within the budget there is £4k relating to car parking overpayments the budget will not be met for this item. Due to the additional income the expected year end position is currently a shortfall of £29k.
300	Cattle Market Income	298,840	248,763	198,768	49,995		60,270	☹	The contractor pays MBC the income share via block payments, these are calculated at the beginning of the year to ensure MBC receives the income regularly, due to the calculation the actual income will not match budget throughout the year however separate analysis is completed to understand the actual income position throughout the year. The actual income is currently showing a shortfall of £60k could be expected by the year end, based on the remittances received from the contractor. We are currently reviewing the impact of the brewery development and any impact positive/negative will be factored in to the future forecasts. The projected income is based on YTD actuals for 18/19 and the remaining actuals for 17/18.
340	Planning Application Fees	780,000	650,000	527,674	122,326		110,000	☹	The current shortfall relating to planning application fees is £122k. The year end income position has been projected to be a £110k deficit, as it now considered that there isn't enough time to recover the current deficit. This is believed to be due to the uncertainty within the current market due to Brexit.
355	Building Control Fees	154,940	129,117	75,877	53,240		63,890	☹	The current shortfall of £53k has been projected forward, resulting in the expected year end shortfall to be £64k. The budget had previously been reduced in line with expectations at the time of setting the budget. Meetings have been held with the Commercial and Marketing Consultant and a Business Plan is currently being implemented. There is a general downturn in the construction industry which seems to be due to uncertainty within the market due to Brexit. The budget will be closely monitored going forward.

APPENDIX B

BUDGET MONITORING- KEY SERVICE AREAS 2018-19
1 APRIL 2018 - 31 JANUARY 2019

Main Code	*Service Area*	*Latest Approved Budget* £	*Budget to Period 8* £	*Adjusted Actual to Period 8* £	*<--------Variance---------> Adverse* £	*Favourable* £	*Projected Full Year Variance ( ) = Favourable* £		
	General Expenses								
470	Parkside Income	249,500	176,180	185,015		8,835	0	☺	Space planning exercise has been deferred, however, commercial letting at satellite offices and public sector letting at Parkside is anticipated to generate sufficient revenue to meet the projected outturn figure.
472	Phoenix House Income	62,550	41,700	48,717		7,017	0	☺	Negotiations re Driver Standards Agency for Saturday opening have been put on hold, so are now unlikely to generate any additional income in 2018-19.
	Total Income	2,615,390	2,137,060	1,868,829	284,083	15,852	351,450		
	Net Position	-2,615,390	-2,137,060	-1,868,829	408,071	766,097	273,652		
730	Council Tax Collection Fund Surplus/Deficit	(17,000)	(17,000)	(21,265)		4,265	15,000	☹	£15,000 deficit. Predicted amount of collection fund surplus/deficit attributable to MBC which will impact on next year's council tax setting. Main difference to budget figure is due to a change in calcualting Bad Debt Provision to meet external audit requirements

CORPORATE COMMITTEE

APPENDIX C

SUMMARY OF INCOME & EXPENDITURE

APRIL TO DECEMBER 2018

		Original Budget	Approved Budget @ Dec 18	April - Dec Budget	April - Dec Net Expenditure	Variance Underspend (-)	Year End Forecast	Year End Variance	
		£	£	£	£	£	£	£	
1	7 King Street	730	730	3,230	16,443	13,213	14,890	14,160	☹
2	Parkside	278,420	274,420	187,887	181,946	(5,941)	276,420	2,000	☹
3	Phoenix House	-11,550	(11,550)	(5,250)	(15,848)	(10,598)	(15,450)	(3,900)	☺☺
4	Welland Procurement Unit	21,490	21,490	51,113	40,274	(10,839)	12,402	(9,088)	☺☺
5	Corporate Repairs & Maintenance	106,260	183,760	130,833	156,426	25,592	183,760	0	☺
6	Commercialism	0	700	(225)	1,601	1,826	(1,900)	(2,600)	☺☺
7	Electoral Registration	45,730	45,730	28,802	39,927	11,125	45,730	0	☺
8	Land Charges	(69,840)	(69,840)	(51,568)	(61,347)	(9,779)	(82,350)	(12,510)	☺☺
9	Elections	400	400	340	51,938	51,598	790	390	☹
10	Lottery	1,110	1,110	(5,088)	(4,666)	421	1,840	730	☹
11	Me and My Learning	141,590	145,590	119,300	120,002	702	139,220	(6,370)	☺☺
12	Central Expenses	168,420	168,420	168,420	166,572	(1,848)	166,572	(1,848)	☺☺
13	Corporate & Democratic Core	273,090	279,230	213,783	197,664	(16,119)	270,030	(9,200)	☺☺
14	Corporate Costs - Finance	87,710	83,120	66,845	54,906	(11,939)	83,120	0	☺
15	Non Distributed Costs	93,480	141,090	154,897	98,979	(55,918)	181,170	40,080	☹
16	NNDR Collection	(632,650)	(632,650)	(474,487)	(432,169)	42,319	(691,330)	(58,680)	☺☺
17	Business Improvement District	(10,560)	(10,560)	(7,360)	(7,894)	(534)	(10,394)	166	☹
18	Council Tax Collection	(51,860)	(40,090)	(33,668)	(20,110)	13,557	(46,870)	(6,780)	☺☺
19	Misc. Financing Items	(183,310)	(183,310)	(137,482)	(154,225)	(16,743)	(182,796)	514	☹
20	Corporate Services	714,070	647,110	487,026	502,820	15,794	645,227	(1,883)	☺☺
21	ICT Services	654,670	684,670	456,510	380,099	(76,411)	684,670	0	☺
22	Internal Audit	61,570	55,070	55,070	40,392	(14,678)	55,070	0	☺
23	Corporate Management Team	382,140	532,920	399,940	394,199	(5,741)	532,920	0	☺
24	Communications	599,020	661,240	517,866	467,274	(50,591)	605,180	(56,060)	☺☺
25	Legal Services	203,300	129,350	87,803	118,145	30,343	152,350	23,000	☹
26	Regulatory Services	246,690	269,840	202,380	198,727	(3,653)	266,590	(3,250)	☺☺
27	Corporate Improvement Team	0	28,000	21,000	2,115	(18,885)	23,000	(5,000)	☺☺
28	Housing and Community Assets	492,840	454,510	340,882	386,185	45,303	466,770	12,260	☹
29	**Total - Controllable Costs**	3,612,960	3,860,500	2,978,799	2,920,373	(58,426)	3,776,631	(83,869)	
	Uncontrollable Costs	(1,980,810)	(1,980,810)	0	0	0	(1,980,810)	0	

This page is intentionally left blank

APPENDIX D

REQUESTS FOR CARRY FORWARD OF REVENUE BUDGETS 2018-19 GENERAL EXPENSES

General Fund

Main/ Detail Code	Service	Budget Holder	Reason for Underspend in 2018-19	Proposed Expenditure in 2019-20 if different	Amount Requested £
General Underspends					
810	Corporate Services	David Scott	Underspend of salaries and agency fees in year	**Undertake a health check with incumbent supplier around improvements and efficiencies around the Councils cash receipting system**	3,000
835	Corporate improvement team	Martyn Bowen	Funding allocated in 2018-19 for the Housing Development Company has not been used to date with the work now progressing in 2019/20		17,000
835	Corporate improvement team	Martyn Bowen	General Underspend on staffing costs	**Funding to support the upcoming reviews - additional HR support and the Planning Service review - expert Planning Professional to undertake service process reviews.**	39,000
507	Environmental Maintenance	Raman Selvon	Underspend of Friends of Melton Country Park funds - originally £5k		3,220
508	Environmental Maintenance	Raman Selvon	Due to the time taken to complete inspections not all the tree survey work has been complete		4,000
340	Development Control	Louise Parker	Rail Feasibility match funding contributed throughout the year with LEEP		31,030
305	Cattle Market Re-development	Pranali Parikh	Phase 2 revenue funding for cattle market redevelopment		10,550
580	Land Charges	Jim Worley	Land Charges "New Burdens" grant, implementation of changes deferred to 2019/20		7,643
471	Revenues and Benefits	Albert Wilson	Remaining project budget to be to be used for Consultant for Revs & Benefits integration.		25,000
375	Rent Allowances	Albert Wilson	The outturn has been better than expected due to the improved projections around the overpayment recovery position	**To support debt recovery function for the extension on interim resoruce for 6 months**	5,000
625	Community Safety	Albert Wilson	PCC grant income not fully utilised during the year	**To support Bottesford youth club for 1 year via the PCC funding due to the links with community safety.**	6,440
				Total General Expenses	**£148,883**

Special Expenses

Main/ Detail Code	Service	Budget Holder	Reason for Underspend in 2018-19	Proposed Expenditure in 2019-20 if different	Amount Requested £
General Underspends					
270	Open Spaces Special	Raman Selvon	£7k approved in 2017-18 for dog fouling of which only £120 has been spent to date. This was a projected underspend in the Town Area Committee budget to be carried forward to ensure a one off clean-up of the streets in the Special Expense areas affected by dog fouling, litter pick, placement of signs and delivery of educational/awareness material in the most problematic areas.		6,880
				Total Special Expenses	**6,880**

This page is intentionally left blank

SUMMARY OF VIREMENTS

APPENDIX E

Virements within the same Service

Service			
From	**To**	**Description**	**Amount £**
Customer Services - DWP Funding	Customer Services - Computer Equipment Software Maintenance	Additional grant received from DWP to fund IT implications of legislative changes regarding the implementation of Universal Credit	£11,320
Development Control - Basic Pay	Development Control - Agency Staff	Use of temporary staff during vacancy periods	£40,000
Licensing - License Income	Licensing - Standby, Basic Pay, NI, Pension	Additional License Fee income used to cover cost of extra capacity to deal with the additional workload	£10,000
Local Plans - Professional Fees	Local Plans - Housing Market Area	Budget held on incorrect expenditure line	£13,900
HRA R&M - Planned Maintenance	HRA R&M - Professional Fees and Agency Staff	Focus on fire risk assessments resulted in an underspend, in part used for consultants undertaking valuations and agency staff covering vacant posts	£107,000
HRA R&M - Planned Maintenance	HRA R&M - Responsive Repairs Contract	Focus on fire risk assessments resulted in underspend, in part used to cover overspend on repairs contract	£20,000
Virements over £10,000			**£202,220**
Virements under £10,000			**£30,200**

Virements between Services

Service			
From	**To**	**Description**	**Amount £**
Local Plan - Professional Fees	Corporate Repairs & Maintenance - Responsive Repairs	Underspend on Local Plans contingency used to cover costs of essential remedial works on 7 King Street	£70,000
Virements over £10,000			**£70,000**

This page is intentionally left blank