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# NOTICE OF MEETING

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## CABINET MEMBER FOR RESOURCES

THURSDAY, 12 MARCH 2015 AT 10.00 AM

THE EXECUTIVE MEETING ROOM - THIRD FLOOR, THE GUILDHALL

Telephone enquiries to Vicki Plytas 023 9283 4058

Email: [Vicki.plytas@portsmouthcc.gov.uk](mailto:Vicki.plytas@portsmouthcc.gov.uk)

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## CABINET MEMBER FOR RESOURCES

Councillor Lee Mason (Conservative)

### Group Spokespersons

Councillor Hugh Mason, Liberal Democrat

Councillor David Horne, Labour

Councillor Colin Galloway, UK Independence Party

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(NB This Agenda should be retained for future reference with the minutes of this meeting.)

Please note that the agenda, minutes and non-exempt reports are available to view online on the Portsmouth City Council website: [www.portsmouth.gov.uk](http://www.portsmouth.gov.uk)

**Deputations by members of the public may be made on any item where a decision is going to be taken. The request should be made in writing to the contact officer (above) by 12 noon of the working day before the meeting, and must include the purpose of the deputation (for example, for or against the recommendations). Email requests are accepted.**

## AGENDA

- 1 **Apologies for Absence**
- 2 **Declaration of Members' Interests**
- 3 **Grants Allocation (Pages 1 - 16)**

The purpose of the report is to make recommendations on the allocation of funding for the Voluntary & Community Sector in the grant year 2015/16.

**RECOMMENDED that the Resources Portfolio Holder agrees the allocation of funding for 2015/2016 in appendices 1-3**

**4 Monitoring of the Third Quarter 2014/15 Revenue Cash Limits and Capital Programme (Pages 17 - 32)**

(INFORMATION ONLY ITEM)

The purpose of the report is to inform the Cabinet Member and Opposition Spokespersons of:

- The forecast revenue expenditure for the year compared with the cash limited budget.
- The forecast capital expenditure against the revised capital programme for the Resources portfolio.

**RECOMMENDED that the content of this report be noted.**

**5 Exclusion of Press and Public**

**That in view of the contents of item 6 on the agenda the Committee is RECOMMENDED to adopt the following motion:**

**“That, under the provisions of Section 100A of the Local Government Act, 1972 as amended by the Local Government (Access to Information) Act, 1985, the press and public be excluded for the consideration of the following items on the grounds that the reports contain information defined as exempt in Part 1 of Schedule 12A to the Local Government Act, 1972”.**

**The public interest in maintaining the exemption must outweigh the public interest in disclosing the information.**

**Under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) England Regulations 2012, regulation 5, the reasons for exemption of the listed item is shown below.**

**Members of the public may make representation as to why the item should be held in open session. A statement of the Council’s response to representations received will be given at the meeting so that this can be taken into account when members decide whether or not to deal with the item under exempt business.**

**(NB The exempt/confidential committee papers on the agenda will contain information which is commercially, legally or personally sensitive and should not be divulged to third parties. Members are reminded of standing order restrictions on the disclosure of exempt information and are invited to return their exempt documentation to the Senior Local Democracy Officer at the conclusion of the meeting for shredding.)**

<u>Item</u>	<u>Exemption Para No.</u>
<p><b>6 Review of Members' Services Support - Exempt Appendix 1</b></p> <p>1. <b>Information relating to any individual</b>  2. <b>Information that is likely to reveal the identity of an individual</b>  3. <b>Information relating to the financial or business affairs of any particular person (including the authority holding that information)</b></p>	<p><b>1, 2 and 3</b></p>

**6 Members Support (Pages 33 - 36)**

(INFORMATION ONLY)

The purpose of this report is

- (1) to provide the Resources Portfolio Holder and Opposition Spokespersons with an update on the review of support provided to elected members. This was requested following the earlier report presented to the 4 December 2014 Resources Decision Meeting.
- (2) to request that changes to the roles of Members Services Staff be noted and communicated to each Political Group.

**RECOMMENDED that the Resources Portfolio Holder notes the report**

Members of the public are now permitted to use both audio visual recording devices and social media during this meeting, on the understanding that it neither disrupts the meeting or records those stating explicitly that they do not wish to be recorded. Guidance on the use of devices at meetings open to the public is available on the Council's website and posters on the wall of the meeting's venue.

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# Agenda Item 3



Portsmouth  
CITY COUNCIL

Agenda item:

**Title of meeting:** Resources Portfolio Decision Making Meeting

**Date of meeting:** 12<sup>th</sup> March 2015

**Subject:** Support for the Voluntary and Community Sector 2015/2016

**Report by:** Preeti Sheth, Head of Integrated Commissioning Unit

**Wards affected:** All

**Key decision:** No

**Full Council decision:** No

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## 1. Purpose of report

The purpose of the report is to make recommendations on the allocation of funding for the Voluntary & Community Sector in the grant year 2015/16

## 2. Recommendations

- 2.1 It is recommended that the Resources Portfolio Holder
- Agrees the allocation of funding for 2015/2016 in appendices 1-3

## 3. Background

- 3.1 As part of its support to the Voluntary & Community Sector, Portsmouth City Council normally operates an annual grant programme. In line with the previous year organisations currently receiving funding were invited to re-apply for grant funding for 2015/16. The decision was taken in recognition of the fact that due to budget savings grant funding has been reduced across the board over the past five years. If funding for grants is limited expectations can be raised unfairly by advertising an “open for all” programme. The closing date for applications for funding was 5<sup>th</sup> January 2015
- 3.2 The criteria for grant aid from portfolios are attached to this report (Appendix 4) and support each department’s recommendations. All applications are held by the Voluntary Sector Team in the Integrated Commissioning Unit and recorded on the central grants database.
- 3.3 The application form requires that bids support the themes of the Vision for Portsmouth and a monitoring form will be sent to ensure spending of the grant and progress towards targets and outcomes at the end of the year. All

applicants are required to provide accounts, evidenced organisational status and reserves policy in order to be eligible to receive a grant.

3.4 A list of grants awarded will be posted on the Portsmouth City Council Website, together with a link to this report and the accompanying appendices. We will continue to provide information about alternative sources of funding, including Lottery Funding and local funding streams, and a link to the Funding Central website.

3.5 Whilst the information presented in the following table is presented by service all voluntary grant applications are made to the Portsmouth City Council rather than to separate services within the city council. The applications are allocated to a service portfolio that is considered to be the best fit and then assessed accordingly.

Service	Total Grants Requested	Total Recommended
Resources	£18,965.00	£5,400.00
City Development & Cultural Services	£5,150.00	£3,942.00
Environment & Community Safety	£14,050.00	£8,000.00
Totals	£38,165.00	£17,342.00

#### **4. Reasons for recommendations**

4.1 Recommendations are supported by portfolio holders in consultation with directorate grants officers.

#### **5. Equality impact assessment (EIA)**

5.1 An equality impact assessment is not required as the recommendations do not have a negative impact on any of the protected characteristics as described in the Equality Act 2010.

**6. Legal comments**

6.1 The Council has the power to make discretionary grants upon such terms as it may consider appropriate. In deciding whether or not to make the grant it must consider each case on its own merits having regard to the recommendation.

**7. Finance comments**

7.1 The financial implications of the recommendations are set out in the report and appendices. The proposed grants are included within the approved budget.

.....  
Signed by:

**Appendices:**

- Appendices:**
- Appendix 1 Resources**
- Appendix 2 City Development and Cultural Services**
- Appendix 3 Environment & Community Safety**
- Appendix 4 Criteria for grant aid**

**Background list of documents: Section 100D of the Local Government Act 1972**

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

<b>Title of document</b>	<b>Location</b>
Grant Application Form	Voluntary Sector Team
Grant Application Criteria	Voluntary Sector Team
Conditions of Use	Voluntary Sector Team

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by ..... on .....

.....  
Signed by:



## Appendix 1

### Voluntary Sector Services (Resources Portfolio)

#### Grants 2015-2016

**Grant No:** 2029

**Headway**

**Request:** £16,908.00 (*award 2013/14 £5,400.00*)

**Purpose:** Provides advice & information to adults with acquired brain injury. They aim to reduce social isolation for this disadvantaged/disabled group. They will use the funding to continue to support the delivery of a structured programme of activities. This recommendation is in line with last year's award.

Recommendation: £5,400.00

#### **Portsmouth Pensioners Association**

**No application submitted** (*award 2014/15 £2,500*)

**Purpose:** Cost of producing two issues of Pompey Pensioner Magazine to 5,000 pensioners & development of website. A budget saving was approved by Council at its meeting of 9<sup>th</sup> December. The organisation was informed of this decision and advised not to submit an application

**Total Grants:** £5,400.00

#### For information: Contracts funded From Resources Portfolio:

Portsmouth Abuse and Rape Crisis Service Ltd (PARCS)	£89,065.00
Advice Portsmouth	£300,000.00
Community Action Hampshire (Infrastructure Support Service)	£90,447.00
Community Action Hampshire (Volunteering Service)	£25,000.00
Portsmouth Disability Forum (Shopmobility)	£25,000.00
<b>Total Contracts</b>	<b>£529,512.00</b>

**Total Grants and Contracts:** £534,912.00

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## Appendix 2

### CULTURE, LEISURE AND SPORT

#### City Development and Cultural Services

#### Environmental Grant Requests: 2015/16

**Grant no:** 2028

**Organisation:** Hampshire & Isle of Wight Wildlife Trust

**Request:** £5,000 (last year's award 2014/15 £4,000)

**Purpose:** Contribution to staff costs for ongoing management and wardening of the Portsmouth Reserves (Farlington Marshes, Great Salterns, Land close to Milton Locks). This will include habitat management, access and interpretation, educational visits and the running and management of a volunteer team.

Voluntary organisation and registered charity established 1964

**Recommendation: £3,800** (5% cut on last year to reflect the budget pressures facing PCC).

**Grant no:** 2027

**Organisation:** Hampshire & Isle of Wight Branch Butterfly Conservation

**Request:** £ 150 (last year's award 2014/15 £150)

**Purpose:** Award will be used as a contribution towards production of Annual Report that collates data on monitoring butterflies on nature conservation sites including Portsdown Hill SSSI.

Voluntary group established 1968, 1500 members (300 in Portsmouth area)

**Recommendation: £143** (5% cut on last year to reflect the budget pressures facing PCC).

**Total Environmental Grants recommended.....£3942.00**

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## Appendix 3

### Community Safety Grant Requests: 2015/16

#### Contracts

##### Portsmouth Area Rape Crisis Service Ltd (PARCS)

**Cost: £2,600 (award 2014/15: £2,600)**

##### **Purpose:**

PARCS provide free specialised counselling for residents who are victims of rape and sexual abuse. In addition, PARCS are located in PCC property, rent free. This is a contribution to the contract held by the resources portfolio.

**Recommendation: £2,600**

#### Grants

**Grant No: 2030 Portsmouth Mediation Service**

**Request: £14,050 (award 2014/15 £9,000)**

##### **Purpose:**

To assist neighbours in dispute to resolve disagreements and problems between them and to contribute towards reduction in anti-social behaviours, leading to a better quality of life for those immediately involved and also those secondarily affected by the nuisance. This is done through the application of the "pure" mediation process, a relatively low-cost option, which raises awareness of self-responsibility levels and empowerment in individuals. This can have a significant positive impact on individuals' ability to deal with neighbour concerns and nuisance should issues arise in the future, as well as being able to be developed across the wider aspects of life. This saves the time and other resources of various statutory and public services freeing them up to deal with other priority matters and making best use of their specialisms. This complements the work of the Anti-Social Behaviour Unit by providing early intervention and prevention.

**Recommendation: £8,000**

<b>Total of Contracts</b>	<b>£ 2,600</b>
<b>Total of Grants:</b>	<b>£ 8,000</b>
<b>Total:</b>	<b>£ 10,600</b>
<b>Allocation from budget 15/16:</b>	<b>£ £10,600</b>

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## Appendix 4



### INFORMATION PACK FOR GRANT APPLICATIONS OVER £5,000

The information in this pack will help you to complete your application.

The **Guidance Notes** will help you to complete the Application Form. Please read Information for applicants seeking a grant and Meeting priorities and criteria carefully before you begin to complete the form.

You will also need to read:

- Portsmouth City Council's approach to Reserves

Please can you ensure that you sign and return the **Conditions For Use Form**. On the reverse of this you will see the sheet that we use for assessing your application – you might find it helpful to be aware of the factors we consider in assessing your application when you are completing your form.

The **Monitoring Form** is for your information only. If you are successful in obtaining a grant you will need to complete a form at the end of the grant year, but **you do not need to complete the form at this stage.**

The **Checklist** at the back of the application form tells you which documents you will need to send with your application. Please can you send these documents with your application form. We won't be able to process your application if you don't send them.

We are asking all applicants to indicate what funding they are currently receiving from Portsmouth City Council – please can you complete the form and return it with your application. If you are not currently receiving any funding, please write "Nil" on the form.

The completed Application Form and documents **MUST** be returned to Portsmouth City Council by **Monday 5<sup>th</sup> January 2015**. We will send you an acknowledgement to confirm that we've received your application.

If you have any queries about completing your application please contact Delyth Horsley on **023 9284 1451**

## INFORMATION FOR APPLICANTS SEEKING A GRANT

Portsmouth City Council recognises and values the important contribution made by the many voluntary and community organisations in the city and wishes to support as much voluntary and community activity as possible, within its budget limits. In order to work within budget limits the council has to prioritise those areas of voluntary and community activity it wishes to support. The following information is provided to help you decide whether your organisation falls within the council's priority areas and whether you are likely to be considered for grant aid:

1. The city council's Priorities for 2015/2016 are shown on the attached sheet. All applications for grant aid will be considered with these in mind.
2. The council will only consider applications from groups and organisations whose activities are of direct benefit to residents of Portsmouth. If your organisation's activities extend beyond the boundaries of the city you will be expected to also look for contributions from funding sources in those other areas which benefit from your work. The council will consider making a contribution to joint funded projects as long as you can show a benefit to the residents of Portsmouth.
3. Where capital grants are made towards building works, payment will be made on completion of the project. For large schemes, staged payments will be made. In either case, payment will be made only after a satisfactory inspection report by the City Council's Building Inspectors (and where planning permission is required, by the City Planning Officer).
4. The city council will not retrospectively fund work or projects unless such an arrangement has been agreed in advance.
5. The council will not consider applications to assist individuals or for financing towards trips, holidays and expeditions.
6. The city council has a responsibility to ensure that its grants are properly accounted for and used as effectively as possible. You will be expected to demonstrate the proper conduct of your affairs, both general and financial. You must keep proper books of accounts together with full written records indicating how any grant monies are used.

You will be expected to demonstrate that your organisation is structured so as to represent all relevant interests and that it is clearly accountable to its users, beneficiaries and members (e.g. evidence of constitution or Annual General Meeting). You will be expected to show that it meets equalities legislation and that it does not discriminate on grounds of race, religion or belief, gender including transgender, age, sexual orientation or disability, except when it would be incompatible with the organisation's aims and objectives (e.g. women's organisations, ethnic minority groups). You will also be expected to take the needs of carers and nursing mothers in to account.

For a good brief list of all the current legislation follow the link for the IdeA "Legislation – at a glance" <http://www.idea.gov.uk/idk/core/page.do?pagelid=5145524>



# Priorities for Grant Aid 2015-2016

## Meeting Priorities

In your application form you will need to show how the grant you are applying for will meet one or more of the priorities set out in the Local Strategic Partnership's Vision for Portsmouth for 2008-2018 and the Local Area Agreement.

### The LSP's Vision for Portsmouth is for it to be

"The premier waterfront city with an unrivalled maritime heritage – a great place to live, work and visit".

In order to achieve this, partners will be working toward ten priorities.

We want to:

1. Improve opportunity and achievement in education, skills and lifelong learning
2. Make Portsmouth an accessible city, with sustainable and integrated transport
3. Develop Portsmouth as a city of innovation and enterprise, with a strong economy and employment opportunities for all
4. Make Portsmouth a city where everyone feels safe and is safe
5. Make Portsmouth an attractive and sustainable city
6. Deliver affordable, quality housing where people want to live
7. Encourage and enable healthy choices for all and provide appropriate access to health care and support
8. Enhance Portsmouth's reputation as a city of culture, energy and passion, offering access for all to arts, sports and leisure
9. Celebrate the many diverse and different communities within Portsmouth and work together to create an inclusive city for everyone
10. Protect and support our more vulnerable residents by shaping public services to meet their needs

If you would like a copy of the Community Strategy please contact:

The Strategy Unit  
Portsmouth City Council  
Civic Offices  
Guildhall Square  
Portsmouth  
PO1 2AL

Telephone: 023 9283 4020 e-mail [LSP@portsmouthcc.gov.uk](mailto:LSP@portsmouthcc.gov.uk)

## **GUIDANCE NOTES GRANT APPLICATION OVER £5,000**

The questions that refer to 'The Organisation' refer to the part, branch or section of the Organisation that is making the grant application.

### **Question 1**

Please complete all sections that apply.

### **Question 2**

If your organisation is a Registered Charity or Company Limited by Guarantee please include the relevant registration number.

### **Question 3**

When did your organisation first start meeting or running activities or projects?  
If you are a new organisation please say when you expect to start.  
Please state the date of your last AGM if applicable.

### **Question 4**

Describe the usual activities/services your organisation provides  
If you are a new organisation, describe the services activities you plan to provide.

### **Question 5**

Give the name of any parent, regional or national organisation that your organisation is affiliated to or is a member of.

### **Question 6**

Describe how the money you are applying for will be used. Is it for a specific project, a piece of work, running costs?

### **Question 7**

Please give details of any staff posts this money will fund, or details of specific equipment, resources etc.

### **Question 8**

Describe how you have identified the need for the project, either within your organisation or your community. Please supply any information you have collated (surveys or statistical information)

### **Question 9**

How many people or other organisations will directly benefit from your project during the period of the grant. Is your project targeted at a particular group of people? (Please estimate the numbers)

### **Question 10**

Please estimate and explain how you have calculated your answer.

### **Question 11**

When do you hope the project will be able to start, and when will it end (if applicable)?  
If the project is already running please indicate the period this grant will cover.

### **Question 12**

How will this project meet the need you identified in question 8? What long-term change will come about in people's lives or in the organisation's activities as a direct result of this grant?  
For example: - increased knowledge of services available; greater self esteem; a reduction in type of behaviour; more people undertaking an activity.

### Question 13

Describe the difference you think your project will make and how it relates to the Local Strategic Partnership's Vision for Portsmouth. You can find out more about how to answer this question by reading the sections on Meeting Priorities and Criteria, which are part of this information pack.

### Question 14

'Target' is what you hope to achieve; 'criteria for success' is how you will know you have been successful.

Have you set a target number of people who will attend the project? Will you be circulating a questionnaire to ask people what they think?

Examples:

Target	Criteria for Success
Get an access ramp for play area	Ramp bought and installed
Improve Publicity	Produce new leaflet
Develop an advice service	Arrange for advice counsellor to attend a session each fortnight

It is not intended that all targets and achievements will be major projects or events.

### Question 15

Tell us how you keep records of the service or activities you provide and how they are evaluated.

For example: registers, mailings lists, customer satisfaction surveys.

If you are a new group please explain how you intend to keep records.

### Question 16

The Portsmouth Compact requires Voluntary and Community Organisations to work towards and implement a quality standard. Please indicate the progress made by your organisation.

### Finance and Management

Please complete the financial breakdown in full. Total both columns, Column B is the total amount that each item in the project will cost, and Column A is the amount of each item that Portsmouth City Council is being asked to fund.

Tell us where else you are applying for funding if applicable; and if you are waiting for a decision about an application, when you expect to hear whether or not you have been successful.

Please insert the total amount of income as shown in your organisation accounts.

Your organisation must have a bank account in the name of the organisation (or an umbrella organisation, in which case details need to be supplied on a separate sheet). No grant can be paid to an individual. We will only pay grants into an account that requires at least two people to sign each cheque or withdrawal.

### Management and Premises

Please enter numbers of staff and volunteers. Full-time is defined as 37 hours per week. Do volunteers receive induction, training and supervision? Are CRB checks completed? Please include any information you feel is relevant.

Please complete all the information in the premises section.

**Please complete and sign the Declaration and Data Protection Statement.**

### Checklist for Grant Applications

Please use the checklist to ensure you have fully completed the form and enclosed all relevant documents. **Please enclose a signed copy of the Conditions for the use of Grant Allocations.**

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# Agenda Item 4



Portsmouth  
CITY COUNCIL

Agenda item:

**Decision maker:** Cabinet Member for Resources Portfolio

**Subject:** Monitoring of the Third Quarter 2014/15 Revenue Cash Limits and Capital Programme

**Date of decision:** 12th March 2015

**Report by:** Head of Financial Services

**Wards affected:** ALL

**Key decision:** No

**Budget & policy framework decision:** No

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## 1. Introduction

- 1.1 This report compares the forecast revenue outturn 2014/15 with the cash limited budget for that year and the forecast capital expenditure with the approved capital programme and provides information to enable an understanding of the reason for variances. It also lists the action to be taken to mitigate the effect of forecast overspends.

## 2. Purpose of report

- 2.1 To inform the Cabinet Member and Opposition Spokespersons of:
- The forecast revenue expenditure for the year compared with the cash limited budget.
  - The forecast capital expenditure against the revised capital programme for the Resources portfolio.

## 3. Recommendations

- 3.1 The content of this report be noted.

#### 4. Background

##### 4.1 Cash Limit 2014/15

Net Requirement	<b>£000's</b> 26,396
Less;	
Capital Charges	(2,786)
Net Insurance Costs	(24)
FRS17	(859)
Employee Benefit Accruals	(468)
<b>Controllable Cash Limit 2014/15</b>	<u>22,259</u>

##### Forecast Outturn 2014/15

	<b>£000's</b>	<b>% of Budget</b>
Actual Net Expenditure 1 Apr 2014 to 31 Dec 2014	16,515	74.19%
Forecast Net Expenditure 1 Jan 2015 to 31 Mar 2015	5,699	25.60%
Total Forecast Controllable Expenditure 2014/15	<u>22,214</u>	99.80%
Controllable Cash Limit	22,259	
<b>Forecast Variance - (Under)/Overspend</b>	<u>(45)</u>	0.20%

##### 4.2 Appendices

4.3 Analysis of this portfolio's variations from the revenue cash limit is attached at Appendix A.

4.4 Analysis of the portfolio's capital expenditure for 2014/15 is attached at Appendix B.

#### 5. Revenue Expenditure

(Please read in conjunction with the attached Appendix A)

5.1 The provisional forecast outturn for the portfolio compared to the cash limit indicates a net underspend of £45,300.

5.2 Within the portfolio there are services whose budgets are deemed 'windfall' budgets by the City Council. These services are, Rent Allowances, Rent Rebates, Discretionary Non-Domestic Rate relief, Land Charges and District Audit Fees (within Corporate Management). These 'windfall' budgets represent income and expenditure which is demand led and largely out of the control of budget managers. Consequently any under or overspending is absorbed

corporately. Excluding 'windfall' variances gives a net underspend on the portfolio of £140,500 i.e. 0.63%.

	<b>£'s</b>
Total Variance (underspend)	(45,300)
Excluding;	
Rent Allowances and Rent Rebates	118,200
Discretionary Non Domestic Rate Relief	0
Land Charges	(23,700)
Audit Fees	700
<b>Net 'controllable' (underspend)</b>	<u><u>(140,500)</u></u>

5.3 Item 2 HR, Legal and Performance - forecast underspend £77,100

Legal services income has continued to improve into quarter three with higher than budgeted income from the Housing Revenue Account and capital programme.

Higher than anticipated income from the internal agency has further improved the financial position.

5.4 Item 7 Information Services - forecast underspend £47,800

Vacant posts have been held, where operationally possible, in anticipation of future efficiency requirements.

5.5 Item 8 AMS Design & Maintenance - forecast overspend £73,000

Following the transfer of AMS Design and Maintenance into Housing and Property Services, and in order to review the service and deliver savings in the future, it was necessary to relocate these services from the Civic Offices to Chaucer House, which is held by the HRA. This resulted in a previously unbudgeted premises cost of £33,000, which is anticipated to be offset in future years by additional savings. In addition, fee income is anticipated to be £40,000 less than budgeted, partly due to a reduction in the Capital Programme, and also due to the design team needing to undertake unexpected remedial work. As the Head of Service is unable to contain this overspend in the current year, it will have to be met from other services within the portfolio. Moving forward, in 2015/16, charges will be reviewed and set to recover all costs.

5.6 Item 9 Property Services - forecast overspend £90,000

The overspend relates to an unachievable 2014/15 budget saving of £100,000. This saving was approved on the assumption that by bringing together Property Business Partners located within other PCC Services into one Asset Management and Property Service, it would create a more efficient service and

result in a reduced level of staffing being required. However, following a Senior Management review, Members decided to split the Asset Management Service, so saving was no longer achievable. As the Head of Service is unable to contain this overspend in the current year, it will have to be met from other services within the portfolio. The current SMT review will now enable this saving to be reviewed once more during 2015/16.

5.7 Item 10 Landlords Repairs and Maintenance - forecast underspend £30,000

Mild winter weather conditions have resulted in reduced maintenance costs associated with heating and ventilation systems.

5.8 Item 11 Spinnaker Tower - forecast underspend £50,000

An improvement in the Tower's trading activity is expected to generate additional income for the Council through its profit sharing arrangement with Heritage Projects.

5.9 Item 18 Benefits Administration – forecast underspend £43,100

Vacant posts, where operationally possible, have continued to be held in anticipation of future efficiency requirements. This has resulted in an underspend within the staffing budget which is forecast to continue to accrue during the remainder of 2014/15.

5.10 Item 20 Land Charges - forecast underspend £23,700

Increased search volumes driven by an increase in housing market activity has led to higher than anticipated income.

5.11 Item 22 Corporate Management - forecast underspend £42,500

A vacant post is being held during the current year to meet approved savings in 2015/16 and a secondment within the service has been made at a lower cost than the current post holder. The combined effect is an underspend within the services overall staffing budget.

## 6. **Summary**

6.1 The overall forecast outturn position on the portfolio is a net underspend of £45,300 representing 0.20% of the total cash limited budget. Within this net position there are various other less significant under and overspendings as shown in Appendix A.

6.2 At the end of 2013/14 financial year the sum of £666,600 was transferred to the portfolio specific earmarked reserve to be used initially to cover future year end overspendings, budget pressures, contingent items and spend to save schemes. Once these instances have been satisfied, the reserve may be used for other developments or initiatives. The portfolio holder is responsible for



approving any releases from their earmarked reserve in consultation with the Head of Finance & S151 Officer.

6.3 To date there have been contributions of £313,000 to the reserve arising from:

- Forecast underspend on LWAS previously reported to this portfolio
- Known underspends identified by services as part of the Annual Budget review

6.4 There have been approvals totalling £659,800 against this reserve. These are detailed below:

	£'s
Policy hub upgrade	4,000
HR system developments	30,000
Review of Property portfolio assets	65,000
Contribution to fund two ex-apprentices	37,900
Continuation of funding for two ex-apprentices into 2015/16	40,000
Telephony resilience	50,000
Initial funding for Market Research post 2015/16 (up to maximum)	43,000
Procure to Pay review	20,000
Local Welfare Assistance Scheme - Lottery bid	90,000
Administration of the replacement for the Local Welfare Scheme	10,000
Maintenance Business Budget - one off staffing costs	36,000
Landlords Repairs & Maintenance - RCCO for Civic Offices chillers	66,100
Spinnaker Tower naming rights - pitch support (up to maximum)	24,000
External advice re code of conduct	8,800
Transformation Manager - Public/Private partnership project	60,000
Recruitment of IS automations assistant	25,000
Early costs of Channel Shift capital bid	50,000

After taking these into account, the uncommitted balance remaining on the portfolio reserve is £319,800.

However, £296,000 of the commitments on this reserve fall in next year (2015/16.) Also, any non-windfall outturn underspend at 31 March 2015 will be transferred to the reserve.

## 7. Capital Programme

(Please read in conjunction with the attached Appendix B)

7.1 The capital programme has been updated to reflect the impact of new schemes, further approved amendments, re-phasing of expenditure and the removal of completed schemes.

7.2	<b><u>Forecast Outturn 2014/15</u></b>	<b>£000's</b>	<b>£000's</b>
	Total Revised Budget 2014/15		10,126
	Actual Net Expenditure 1 Apr 2014 to 31 Dec 2014	4,937	
	Forecast Net Expenditure 1 Jan 2015 to 31 Mar 2015	<u>5,104</u>	
	Total Forecast Expenditure 2014/15		10,041
	<b>Forecast Variance - (Under) / Overspend</b>		<u>(85)</u>

7.3 Additions since the start of 2014/15 year:

<b>Scheme Name</b>	<b>£000's</b>
Landlords Maintenance (item 3)	1,109
IS Data Centre Phase 2 (item 12)	380
Super Connected Cities (item 24)	2,287
Guildhall Capital Works - operational area (item 25)	80
LGA Bonds Agency (item 26)	150
Server and Data base upgrades (item 27)	200
Requirement Specs for BI & EDMS (item 28)	850
Web Phase 2 / Channel Shift (item 29)	635
Utilities Management (item 30)	1,080

7.4 The provisional forecast outturn for the portfolio capital programme compared to the approved budget is a net underspend of £85,000.

Schemes which have materially altered the capital programme since the last quarterly report are described in more detail below.

7.5 **Item 3 Landlords Maintenance - additional approval £1,109,000**

Landlords Maintenance has responsibility for over 2,000 operational assets. Through a process of annual surveys and inspection a rolling medium term maintenance programme is derived. This programme has identified a significant backlog of priority work which needs to be completed in the 2015/16 financial year. Existing resources within this budget were only sufficient to complete works to the Civic Office chillers and plant upgrade. An additional approval of £1,000,000 towards Landlords Maintenance was made in the February 2015 budget report.

The Landlords Maintenance revenue budget contributed £69,000 to enhance the replacement Civic Offices main chiller scheme with units that reduce the risk of legionella. A further revenue contribution of £40,000 has been made to replace the heating system in Cosham Community Centre after the existing system failed.

7.6 Item 12 IS Data Centre phase 2 - additional approval £260,000

Phase two of the data centre relates predominately to refurbishment works in the area surrounding the newly completed data centre, shown as item 11 in appendix B.

A contribution of £260,000 from the Housing service has been made to the existing scheme, since unforeseen remedial works were required prior to commencement of the main project.

7.7 Item 27 Server and Database upgrade - new scheme £200,000

A key criterion for Public Services Networks (PSN) security accreditation is that software is supportable. Without PSN compliance the Council would be unable to share information with central government.

De-support notices for older software have been issued, which will affect infrastructure servers and databases used across the council.

This scheme will ensure systems are supported to meet compliance requirements. It is funded through a contribution from the Information Services revenue budget.

7.8 Item 28 Requirements Specs for BI & EDMS - new scheme £850,000

Approved by full Council on the 10<sup>th</sup> February 2015 as part of the 2014/15 to 2019/20 Capital programme.

There are two potential options in relation to how this scheme will develop.

Option 1: Procurement of software and hardware to enable the gathering, storage, analysis and provision of information in order to optimise decision making and manage performance. Expected savings of around £200,000 per year are anticipated through reduced manual information handling.

Option 2: Procurement of an Electronic Document Management System which will reduce the requirement for paper storage space thereby enabling more of the Civic Offices to be commercially let.

7.9 Item 29 Web Phase 2 / Channel Shift - new scheme £635,000

Approved by full Council on the 10<sup>th</sup> February 2015 as part of the 2014/15 to 2019/20 Capital programme.

This new scheme is a substantial programme of work aimed at transforming the Councils customer contact arrangement. In particular this project will ensure the development of the Councils web presence to enable customers to self-serve online more actively than they currently do. The anticipated reduction in telephone and face to face contact should enable savings to be achieved through reduced staffing resource.

7.10 Item 30 Utilities Management - new scheme £1,080,000

Approved by full Council on the 10<sup>th</sup> February 2015 as part of the 2014/15 to 2019/20 Capital programme

Estimates show that the Council could save £150,000 in energy costs and 620 tonnes in CO2 emissions every year through engineering works to install solar panels, insulation and improved utility management systems.

Photo Voltaic panels fitted to Council assets will reduce energy consumption and earn income through feed in tariff arrangements. This investment is estimated to cost £805,000 with a 6 year payback period.

Further investment of £275,000 to insulate roof voids and install advanced building management systems should achieve further energy cost savings over the medium term.

**8. Equality impact assessment (EIA)**

8.1 An Equality Impact Assessment is not required as there are no proposed changes to services, policies, or procedures included in the recommendations.

**9. Legal implications**

9.1 The City Solicitor has formally considered this report for legal issues.

**10. Head of Finance's comments**

10.1 This report represents the forecast outturn position on the Resources portfolio's approved revenue and capital budgets as at the end of September 2014.

.....  
Signed by: Head of Financial Services

**Appendices:**

- A Revenue Outturn Statement**
- B Capital Monitoring Statement**

**Background list of documents: Section 100D of the Local Government Act 1972**

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

<b>Title of document</b>	<b>Location</b>
Service Budget monitoring files	CRS Accountancy team

The recommendation(s) set out above were approved/ approved as amended/ deferred/  
rejected by Cabinet Member for Resources on 12th March 2015

.....  
Signed by: Cabinet Member for Resources

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## FINANCIAL AND SERVICE PERFORMANCE QUARTER ENDING DECEMBER 2014

### MONTHLY BUDGET MONITORING STATEMENT - CASH LIMIT 2014/15

PORTFOLIO Resources

BUDGET 22,259,500

**TOTAL CASH LIMIT 22,259,500**

CHIEF OFFICER Various

QUARTER ENDED December 2014

Risk indicator	
Low	L
Medium	M
High	H

ITEM No.	BUDGET HEADING	BUDGET PROFILE 2014/15			
		Budget Profile To End December 2014	Actual To End December 2014	Variance vs. Profile To December 2014	
		£	£	£	%
1	Miscellaneous Expenses	103,100	181,500	78,400	76.0%
2	HR, Legal and Performance	2,438,600	2,033,900	(404,700)	(16.6%)
3	Transformation Workstream Investment	0	275,000	275,000	-
4	Customer & Community Services	1,353,800	1,297,900	(55,900)	(4.1%)
5	Grants & Support to the Voluntary Sector	876,000	763,000	(113,000)	(12.9%)
6	Financial Services	3,720,600	3,660,200	(60,400)	(1.6%)
7	Information Services	3,338,400	2,901,700	(436,700)	(13.1%)
8	AMS Design & Maintenance	636,200	726,000	89,800	14.1%
9	Property Services	185,100	157,400	(27,700)	(15.0%)
10	Landlords Repairs & Maintenance	938,900	433,100	(505,800)	(53.9%)
11	Spinnaker Tower	0	(89,300)	(89,300)	-
	MMD Crane Rental	0	(289,100)	(289,100)	-
	Administration Expenses	0	0	0	-
	Housing Benefit - Rent Allowances	(515,700)	(559,100)	(43,400)	(8.4%)
15	Housing Benefit - Rent Rebates	(138,500)	(101,300)	37,200	26.9%
16	Local Taxation	1,571,500	1,489,100	(82,400)	(5.2%)
17	Local Welfare Assistance Scheme	551,700	531,300	(20,400)	(3.7%)
18	Benefits Administration	1,515,000	1,237,800	(277,200)	(18.3%)
19	Discretionary Non-Domestic Rate Relief	0	(20,000)	(20,000)	-
20	Land Charges	(55,200)	(78,400)	(23,200)	(42.0%)
21	Democratic Representation & Management	897,100	921,900	24,800	2.8%
22	Corporate Management	704,400	1,042,400	338,000	48.0%

**TOTAL 18,121,000 16,515,000 (1,569,500) (8.7%)**

Total Value of Remedial Action (from Analysis Below)

Total Net Forecast Outturn (after remedial action but before transfers (From)/to Portfolio Specific Reserves)

Total Forecast Transfers To Portfolio Specific Reserves

Total Net Forecast Outturn (after remedial action and after transfers (From)/to Portfolio Specific Reserves)

Total Budget	Forecast Year End Outturn	Variance vs. Total Budget		RISK INDICATOR
		£	%	
£	£	£	%	
236,100	233,900	(2,200)	(0.9%)	L
3,034,200	2,957,100	(77,100)	(2.5%)	H
0	277,000	277,000	-	M
1,897,600	1,901,400	3,800	0.2%	L
838,400	838,400	0	0.0%	L
4,742,700	4,730,300	(12,400)	(0.3%)	L
4,490,000	4,442,200	(47,800)	(1.1%)	H
894,100	967,100	73,000	8.2%	H
257,000	347,000	90,000	35.0%	H
1,251,800	1,221,800	(30,000)	(2.4%)	H
(250,000)	(300,000)	(50,000)	(20.0%)	M
(385,400)	(385,400)	0	0.0%	M
5,000	5,000	0	0.0%	L
(637,000)	(436,200)	200,800	31.5%	H
(200,000)	(282,600)	(82,600)	(41.3%)	H
1,302,300	1,296,500	(5,800)	(0.4%)	L
446,200	446,200	0	0.0%	L
2,000,400	1,957,300	(43,100)	(2.2%)	H
0	0	0	-	L
(83,200)	(106,900)	(23,700)	(28.5%)	M
1,202,500	1,206,800	4,300	0.4%	L
1,216,800	1,174,300	(42,500)	(3.5%)	M

**22,259,500 22,491,200 231,700 1.0%**

(277,000)

**22,259,500 22,214,200 (45,300) (0.2%)**

(45,300)

**22,214,200 22,214,200 0 0.0%**

Note All figures included above exclude Capital Charges, Levies and Insurances

Income/underspends is shown in brackets and expenditure/overspends without brackets

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**REASONS FOR VARIATIONS AGAINST TOTAL BUDGET 2014/15**

Item No.	Reason for Variation	Variance £
2	The HR, Legal and Performance Management budget is currently forecast to be underspent due to additional income and part year vacancies. Legal Services have been able to increase fee earning whilst not increasing associated costs to the same extent.	(77,100)
3	The initial investment for the Transformation Business cases was agreed by City Council on 11th October 2011. As expenditure is incurred, a release from the MTRS Reserve will be actioned to fund these costs at year end.	277,000
6	The service is holding vacancies where possible in order to prepare for saving requirements in future years.	(12,400)
7	The service is projecting an underspend due to vacant posts being held in preparation for future years savings.	(47,800)
8	An overspend is predicted of £73,000, due to increased expenditure relating to occupancy for the Design and Health & Safety teams with an under-achievement of fee-income in the Design area.	73,000
9	£100,000 was initially a recommended 2014/15 budget saving. This saving was based on the AMS Property Service creating Business Partners with other PCC Services' Property Departments providing a more efficient service and creating a reduction in staff. However, following the splitting of AMS, this saving can no longer be achieved.	90,000
10	An underspend is expected due to the mild winter reducing heating and ventilation works.	(30,000)
11	The Tower continues to report an improvement in trading activity.	(50,000)
14	These variances represent the difference between housing benefit paid out to private and council house tenants and the government subsidy received for these purposes. The total value of benefits paid exceeds £100m and minor fluctuations in the factors affecting Housing Benefit can result in material variances.	118,200
16	Underspend due to holding of vacancies where possible in order to prepare for savings requirements in future years.	(5,800)
18	Underspend due to holding of vacancies where possible in order to prepare for savings requirements in future years.	(43,100)
20	Land Charges have experienced higher than expected demand for property searches as a direct result of a buoyant property market.	(23,700)
22	This represents a number of unfilled vacancies which will be used in order to meet future budget savings.	(42,500)
	Net of variances less than £5,000	5,900
	<b>TOTAL PROJECTED VARIANCE</b>	<b>231,700</b>

Note Remedial Action resulting in savings is shown in brackets

Remedial Action	Value of Remedial Action
A planned (and approved) release from the MTRS Reserve which will fully meet the costs of the Transformation Business Cases.	(277,000)
Review of all project fees chargeable by Design.	
<b>TOTAL VALUE OF REMEDIAL ACTION</b>	<b>(277,000)</b>



RESOURCES PORTFOLIO

Capital Monitoring Statement - 2014/15

Meeting Date : 12th Mar 2015

APPENDIX B

APPENDIX B

Item No.	Scheme	Source of Finance	Total Expenditure to 31-Mar-14 £	Revised Budget 2014/15 £	2014/15 Expenditure to 31-Dec-14 £	Forecast Expenditure 2014/15 £	In Year Variance Overspending / (Savings) £	Approved Estimate 2015/16 £	Total Approved Budget £	Final Cost £	Total Scheme Variance Overspending / (Savings) £	Progress to Date/ Comments
1	Landlord's Maintenance - capitalised repairs	CorpRsv / CMR	1,347,076	96,967	1,500	96,967	-	4,500	1,448,543	1,448,543	-	The remaining 2014/15 budget allocation will be used to finish electrical distribution works and cover retention on the Civic Offices plant upgrade.
2	Project Management	CorpRsv	-	-	-	-	-	44,900	44,900	44,900	-	General Provision to address any project management shortfall in resources which would inhibit the delivery of major projects. Specific allocations are subject to approval through the Strategic Directors Board.
3	Landlords Maintenance	CorpRsv/CP(DCSF)	2,468,018	643,851	452,300	643,851	-	1,175,115	4,286,984	4,286,984	-	Funding allocated for urgent repairs based on the priority of need. The majority of funding within the 2014/15 programme is allocated to works on the Civic Offices main chillers. A further approval of £1,000,000 was given by Full Council in February 2015 to meet a backlog of priority repairs.
4	Landlords Maintenance Capital Contingency 2012/13	CorpRsv	-	215,000	-	215,000	-	-	215,000	215,000	-	New funding allocated as part of the 2012/13 Capital Programme approval for essential works critical to maintaining operational buildings.
	Landlords Maintenance Capital Contingency 2013/14	CRGG	-	196,000	-	196,000	-	-	196,000	196,000	-	New funding allocated as part of the 2013/14 Capital Programme approval for essential works critical to maintaining operational buildings.
<b>Sub Total:</b>			<b>-</b>	<b>411,000</b>	<b>-</b>	<b>411,000</b>	<b>-</b>	<b>-</b>	<b>411,000</b>	<b>411,000</b>	<b>-</b>	
5	MMD - Capital Loans	UB	3,444,000	1,760,000	1,760,000	1,760,000	-	1,740,000	6,944,000	6,944,000	-	Capital loans payable to MMD to finance capital expenditure requirements. Loans in 2014/15 will fund installation of solar panels and gas changes within storage sheds.
6	Asset Management System	B	160,720	50,000	12,425	50,000	-	89,297	300,017	300,017	-	Development work to improve the new systems interface with financial reporting requirements is on-going and has delayed completion until mid 2015/16.
7	Major Repairs to Corporate Property Portfolio	CorpRsc/CRGG	1,101,336	113,034	38,960	113,034	-	-	1,214,370	1,214,370	-	Miscellaneous repair works to PCC properties. The remaining allocation for 2014/15 will be used to complete repairs within Southsea Castle and cover retention and finishing costs from schemes completed in 2013/14.
8	Merefield House Relocation and Civic Offices Customer Access Refurbishment	CorpRsv	511,065	119,902	67,319	74,902	(45,000)	-	630,967	585,967	(45,000)	
		RCCO	15,000	1,400	-	1,400	-	-	16,400	16,400	-	Relocation of staff , closure and sale of surplus asset. The majority of works completed in 2013/14 and the remaining budget will cover retention costs.
<b>Sub Total :</b>			<b>526,065</b>	<b>121,302</b>	<b>67,319</b>	<b>76,302</b>	<b>(45,000)</b>	<b>-</b>	<b>647,367</b>	<b>602,367</b>	<b>(45,000)</b>	
9	Dame Judith Prof. Centre - Relocation of Services	CorpRsv	84,617	-	836	836	836	-	84,617	85,453	836	
		CP(DCSF)/CM	41,076	41,307	-	471	(40,836)	-	82,383	41,547	(40,836)	Relocation of staff , closure and sale of surplus asset. The majority of works completed in 2013/14 and the remaining budget will cover retention costs.
<b>Sub Total :</b>			<b>125,693</b>	<b>41,307</b>	<b>836</b>	<b>1,307</b>	<b>(40,000)</b>	<b>-</b>	<b>167,000</b>	<b>127,000</b>	<b>(40,000)</b>	
10	Civic Offices Catering - Coffee Shop	CorpRsv	61,293	7,959	-	7,959	-	-	69,252	69,252	-	The View coffee shop is open. Further work undertaken in 2014/15 to improve seating area, flooring and storage areas.
11	IS Data Centre	RCCO	137,871	45,717	17,505	45,717	-	-	183,588	183,588	-	The scheme is complete and the IS data centre is operational. Remaining budget is available to cover retention and finishing works.
		CorpRsv	721,712	-	-	-	-	-	721,712	721,712	-	
	IS Data Centre Chillers	CMR	123,881	10,519	16,710	10,519	-	-	134,400	134,400	-	
<b>Sub Total :</b>			<b>983,464</b>	<b>56,236</b>	<b>34,215</b>	<b>56,236</b>	<b>-</b>	<b>-</b>	<b>1,039,700</b>	<b>1,039,700</b>	<b>-</b>	
12	IS Data Centre Phase 2	CorpRsv / RCCO	740	314,300	-	314,300	-	394,960	710,000	710,000	-	Works to improve accommodation space for operatives of the new IS Data centre (item 11) and the construction of a new server facility dedicated to the commercial tenants of the Brunel wing.

**RESOURCES PORTFOLIO**

**Capital Monitoring Statement - 2014/15**

**Meeting Date : 12th Mar 2015**

**APPENDIX B**

**APPENDIX B**

Item No.	Scheme	Source of Finance	Total Expenditure to 31-Mar-14 £	Revised Budget 2014/15 £	2014/15 Expenditure to 31-Dec-14 £	Forecast Expenditure 2014/15 £	In Year Variance Overspending / (Savings) £	Approved Estimate 2015/16 £	Total Approved Budget £	Final Cost £	Total Scheme Variance Overspending / (Savings) £	Progress to Date/ Comments
13	Transformation Programme - Customer Management	UB	84,125	60,000	58,597	60,000	-	40,875	185,000	185,000	-	Works have comprised both hardware and software elements. Completion has been delayed until early 2015/16 since the final development stage needs to be phased with on going web site development work.
14	IS Road Map	RCCO	101,940	509,500	283,479	509,500	-	423,560	1,035,000	1,035,000	-	Rolling programme of IT infrastructure renewal. Major schemes include replacement storage area network, software upgrades and improved back up systems.
15	Review of Business Software (windows 7)	CorpRsv	768,886	422,214	140,999	422,214	-	343,400	1,534,500	1,534,500	-	Upgrade all computers to Windows 7 and enhance network capability. General upgrade work concluded in 2013/14, the remaining budget will be utilised to enhance network capability.
		ITR	49,500	-	-	-	-	-	49,500	49,500	-	
	<b>Sub Total:</b>		<b>818,386</b>	<b>422,214</b>	<b>140,999</b>	<b>422,214</b>	<b>-</b>	<b>343,400</b>	<b>1,584,000</b>	<b>1,584,000</b>	<b>-</b>	
16	Guildhall Capital Works	CorpRsv	921,922	602,818	236,067	602,818	-	20,000	1,544,740	1,544,740	-	Significant capital works to enhance the Guildhall funded via release of funds from contingency. Remaining works include; Electrical/ lighting works, refurbished changing rooms, window replacement, various roof replacements, boiler replacement and mechanical works.
17	Revenue and Benefits EDMS replacement	CorpRsv	27,792	67,208	46,672	67,208	-	-	95,000	95,000	-	Upgrade of equipment and software used to manage documents within the Revenue and Benefits service. Links with two other schemes within Social Care and Housing. Slippage into 2014/15 is partly due to elements relating to Social Care completing before Revenue and Benefit related items.
18	Call Recording System	CorpRsv	-	90,000	-	90,000	-	-	90,000	90,000	-	Scheme to replace existing unsupported call recording technology with a replacement system that continues to comply with legislation concerning telephone payments. Scheme is scheduled to complete in 2014/15.
19	Working Anywhere	CorpRsv	-	879,456	433,959	879,456	-	33,200	912,656	912,656	-	Commencing in 2014/15 this scheme aims to equip the council with a suitable ICT infrastructure that will facilitate flexible working. Project is forecast to complete in 2015/16.
		CP(DH)CG	-	67,344	-	67,344	-	-	67,344	67,344	-	
	<b>Sub Total :</b>		<b>-</b>	<b>946,800</b>	<b>433,959</b>	<b>946,800</b>	<b>-</b>	<b>33,200</b>	<b>980,000</b>	<b>980,000</b>	<b>-</b>	
20	Commercial Letting of Brunel Wing	CorpRsv	-	491,227	223,190	491,227	-	100,000	591,227	591,227	-	Creation of an autonomous Brunel wing suitable for commercial letting. The scheme includes core 5 lift upgrade, infrastructure, door access systems, furniture and the relocation of staff.
		CP(DCSF)CM	-	8,773	-	8,773	-	-	8,773	8,773	-	
	<b>Sub Total :</b>		<b>-</b>	<b>500,000</b>	<b>223,190</b>	<b>500,000</b>	<b>-</b>	<b>100,000</b>	<b>600,000</b>	<b>600,000</b>	<b>-</b>	
21	World War 2 Memorial Guildhall Square	CorpRsv	-	27,000	22,149	27,000	-	-	27,000	27,000	-	Scheme is progressing with all service names included on the memorial and preliminary work to add approx 900 civilian names underway. Portsmouth City Council has contributed £27,000 to the scheme with the remaining costs funded through on-going fundraising.
		OC	-	70,000	-	70,000	-	-	70,000	70,000	-	
	<b>Sub Total :</b>		<b>-</b>	<b>97,000</b>	<b>22,149</b>	<b>97,000</b>	<b>-</b>	<b>-</b>	<b>97,000</b>	<b>97,000</b>	<b>-</b>	
22	PSN CoCo Compliance	CorpRsv	-	192,000	-	192,000	-	-	192,000	192,000	-	Scheme to comply with the Public Sector Network (PSN) authority requirements for authorities that connect to secure government systems.
23	Replacement Emergency Generator	CP(DCSF)CM	-	186,700	132,869	186,700	-	3,300	190,000	190,000	-	Installation of a new generator to ensure safe operation of key services based in the Civic Offices. £45,000 transferred from Civic Ducting re MIS 31.10.2014.
24	Super Connected Cities	OC	33,392	2,286,608	724,664	2,286,608	-	-	2,320,000	2,320,000	-	Provision of a high speed broadband service to local businesses and enhancements to wifi networks within public buildings. Funded by central government grant from the Department for Culture Media and Sport.
25	Guildhall Capital works - Operational areas	RCCO	-	-	-	-	-	80,000	80,000	80,000	-	Improvements to internal operational areas utilised by Portsmouth City Council. Funded via a revenue contribution from the Planning Regeneration and Economic Development revenue budget.
26	LGA Bonds Agency Equity Holding Account	RCCO	-	150,000	60,000	150,000	-	-	150,000	150,000	-	Subscription for shares in the Local Capital Finance Company Ltd, which will operate a bonds agency within capital markets. Increased competition in the market should reduce council borrowing costs.
27	Server and Database Upgrades	RCCO	-	200,000	-	200,000	-	-	200,000	200,000	-	Upgrade to server and database software to ensure ongoing support from suppliers. This is a requirement to maintain Public Service Network (PSN) security accreditation.

Item No.	Scheme	Source of Finance	Total Expenditure to 31-Mar-14 £	Revised Budget 2014/15 to 31-Dec-14 £	2014/15 Expenditure to 31-Dec-14 £	Forecast Expenditure 2014/15 £	In Year Variance Overspending / (Savings) £	Approved Estimate 2015/16 £	Total Approved Budget £	Final Cost £	Total Scheme Variance Overspending / (Savings) £	Progress to Date/ Comments
28	Requirements Specs for BI & EDMS	CorpRsv	-	-	-	-	-	850,000	850,000	850,000	-	The scheme comprises two elements; A review of existing information needs and the creation of a specification, followed by a development and implementation phase.
29	Web Phase 2/ Chanel Shift	CorpRsv	-	-	-	-	-	635,000	635,000	635,000	-	Scheme will significantly improve the Councils customer contact arrangement. Focusing on development of web presence to enable more online self-serve functionality to reduce demand for phone or face to face contact.
30	Utilities Managenent	UB	-	-	-	-	-	1,080,000	1,080,000	1,080,000	-	A range of energy efficiency schemes including fitting of photo voltaic panels to selected PCC assets, installation of building management systems and insulation of building roof voids.
<b>On-going Schemes Total</b>			<b>12,205,962</b>	<b>9,926,804</b>	<b>4,730,200</b>	<b>9,841,804</b>	<b>(85,000)</b>	<b>7,058,107</b>	<b>29,190,873</b>	<b>29,105,873</b>	<b>(85,000)</b>	
<b>Completed Schemes Total</b>			<b>4,445,187</b>	<b>199,695</b>	<b>220,110</b>	<b>199,695</b>	<b>0</b>	<b>9,400</b>	<b>4,654,282</b>	<b>4,654,282</b>	<b>-</b>	
<b>GRAND TOTAL</b>			<b>16,651,149</b>	<b>10,126,499</b>	<b>4,950,310</b>	<b>10,041,499</b>	<b>(85,000)</b>	<b>7,067,507</b>	<b>33,845,155</b>	<b>33,760,155</b>	<b>(85,000)</b>	

<b>Key for Sources of Finance:</b>			
CorpRsv	Capital Receipts	ITR	IT Capital Reserve
RCCO	Revenue Contribution to Capital Outlay	CROC	Pooled Other Contributions
RCCO(Prev)	Revenue Contribution to Capital Outlay (Previous Year)	CRGG	Government Grants Corporate Resource
UB	Unsupported Borrowing	PR	Parking Reserve
B	Supported Borrowing	OR	Other Reserves
OC	Other Contributions	CP(DCSF)/CM	External Grant - Capital Maintenance
OCRec(HRA)	Other Contributions (Housing)		

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## THIS ITEM IS FOR INFORMATION ONLY

**Title of meeting:** Resources

**Subject:** Review of Members Services Support

**Date of meeting:** 12<sup>th</sup> March 2015

**Report by:** Louise Wilders, Head of CCDS

**Wards affected:** None

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### 1. Requested by Councillor Lee Mason

### 2. Purpose

The purpose of this report is

- (1) to provide the Resources Portfolio Holder and Opposition Spokespersons with an update on the review of support provided to elected members. This was requested following the earlier report presented to the 4 December 2014 Resources Decision Meeting.
- (2) to request that changes to the roles of Members Services Staff be noted and communicated to each Political Group.

### 3. Review of Support

In September 2014, as previously reported, the Head of Service undertook a consultation exercise with all elected members to review the support they received in undertaking their duties as a Councillor for Portsmouth City Council.

The review covered all aspects of support including IT provision, training and Member Services administrative support.

The results of the consultation were shared with the Members Services Team and with elected members via the 4 December 2014 Resources Portfolio Meeting and an action plan was agreed.

As a result of the feedback on Members Services administrative support, an analyst from the transformation team was assigned to review the work undertaken. The process followed and results (contained in exempt Appendix 1) were shared with the Team.

## **THIS ITEM IS FOR INFORMATION ONLY**

The consultation and review both indicate that the work of the team has decreased. Members are becoming increasingly self-sufficient and the level and availability of current technology has assisted with this.

### **3.1 The Formal Process**

As a result of the review it has been proposed that the staffing levels within the service are reduced from 2.6FTE , to 2.0 FTE - a reduction of 0.6FTE. The Members Services Support Team are in formal consultation on this proposal which ends on 22 March 2015. It is anticipated that this reduction in staff will contribute around £17k of savings which have been accepted by Full Council as part of the revenue budget savings for 2015/16.

### **3.2 Corporate efficiencies**

PCC is about to embark on a significant programme of Channel Shift for both customers and staff. It is estimated that by 2017/18 we will achieve circa £500k on-going savings from this programme of work that will move greater numbers of our customers on to more cost-effective methods of conducting business with us and will provide greater choice via self-service.

Staff are already being moved to self-service through HR and Payroll systems , with payslips only being available online and requests for leave also being submitted online. Most training for staff is conducted via e-learning and policies are completed and reviewed online

### **3.3 Member Services efficiencies**

#### **3.3.1 Summary Findings**

From the work undertaken by the analyst detailed at Appendix 1 and through subsequent conversations with the officers involved, it is apparent that the needs of individual councillors vary significantly.

The vast majority of councillors (regardless of any Cabinet or Portfolio role) do not call upon support from Members Services to any real degree and most are fairly adept in their use of technology. However, some councillors make significant demands on Members Services resources for example those who do not use any ICT and therefore request that every item of correspondence is printed off for them and then responded to via the officers on their behalf.

#### **3.3.2 New ways of working**

One of the main areas where efficiencies could be made would be if all councillors used the PCC Outlook calendars. At present those councillors who do not use Outlook but require their diaries to be managed or checked, create duplicate input and the analyst stated that approximately 50% of the work could be removed if we adopted a more uniform approach.

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With the availability of ICT, the requirement for printed material has significantly decreased and with the exception of Full Council papers and other large and complex documents which are managed either via Democratic Services Team or the relevant service, the need to print from the Members Support Team should be by exception only. Savings that can be made from a reduction in print and copying, both in terms of officer time and cost of paper etc are quite significant.

In order to respond to the review and achieve the accepted savings, it is proposed that from the start of the new Municipal Year 2015:

- Any elected members requiring diary management from the Members Support Team will allow their diaries to be managed via the PCC Outlook calendar system.
- Outside of Cabinet, printing and copying requests will be by exception.

.....  
Signed by (Head of Service)

**Appendices:**

Appendix 1 - EXEMPT - Members Services Consultation Feedback Report

**Background list of documents: Section 100D of the Local Government Act 1972**

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

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